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ABSTRACT

The Management Information System (MIS) of the Washington State system of community colleges was designed to be responsive to legislative and district requests for information and to enhance the State Board's capabilities to manage the community college system and integrate its budgeting and planning processes. The MIS consists of seven information files: (1) student enrollment--containing demographic information and enrollment data by course; (2) course effort report--containing information on course credit hours, instructor contact hours, student enrollment per section, instructor in each section, time and location, and funding; (3) facility inventory--providing evaluation of space needs on each campus and summarizing building and room uses and characteristics; (4) occupational program effort--summarizing students, faculty effort, and outputs related to occupational programs; (5) professional personnel--providing demographic, salary, and workload data for all administrators and faculty members; (6) classified personnel--providing the same information for all classified employees; and (7) equipment inventory--maintaining a record of all equipment leased or owned by the colleges. The report contains brief descriptions of the files which include a history and a list of the data elements in each. In addition, a data element dictionary is included which lists the data elements first in alphabetical order and then by data element number. Appendices are included. (MB)

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FACTBOOK

ADDENDUM B

A Description of the Community College Management Information System

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November, 1977

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STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

WASHINGTON COMMUNITY COLLEGES FACTBOOK

ADDENDUM B:

A DESCRIPTION OF THE COMMUNITY COLLEGE MANAGEMENT INFORMATION SYSTEM

NOVEMBER 1977

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FOREWORD

This publication provides a description of the Management Information System (MIS) of the Washington system of community colleges. The MIS contains much of the statistics used for system management and budgeting purposes. It is the source of data used in the FACTBOOK and other State Board publications.

Each of the seven automated files in the MIS are briefly described in the following pages with a definition, historical sketch, and a data element list. A "Data Element Dictionary" defines all elements collected for the MIS.

More detailed descriptions of the information collection and related processing procedures utilized in the MIS may be found in the MIS Reporting Instructions.

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INTRODUCTION

The principal reason for keeping information about educational institutions is that it is needed in making decisions that relate to the kinds of things educational agencies do. Those charged with the responsibility for determining the quantity and quality of educational services to be provided by the state and for obtaining the resources to pay for them, demand increasing quantities of information about these concerns.

In the case of community colleges, the persons charged with these decisions are found within the colleges themselves, the State Board, federal agencies, and executive and legislative agencies of State government, including coordinating bodies such as the Council for Postsecondary Education and the Commission for Vocational Education.

The Management Information System (MIS) has been developed over the years to be responsive to user needs. Areas of information and related data files have been developed as the need for data was defined. The diagram on the following page illustrates the overall structure, content and utilization of the MIS. The files are:

- MIS-1 Student Enrollment File
- MIS-2 Course Effort File
- MIS-3 Facility Inventory File
- MIS-4 Occupational Programs Effort File
- MIS-6 Professional Personnel File
- MIS-7 Classified Personnel File
- MIS-8 Equipment Inventory

THE MANAGEMENT INFORMATION SYSTEM

INFORMATION AREAS	STUDENTS	COURSES	FACILITIES	PERSONNEL	EQUIPMENT
DATA FILES	MIS-1 MIS-4	MIS-2	MIS-3	MIS-6 MIS-7	MIS-8
INFORMATION COLLECTED	Demographic Student Intent Courses Enrolled Source Data Enrollment	Credits Contact Hours Instructor ID's Funding Locations When Offered(time) Enrollment Institutions intent in offering course FTE-F	Bldg. locations, costs, condition, square footage Room uses, square footage, rated capacity, no. of stations	Demographic Salaries Assignment area Contract Days	Item descriptions Costs Purchase Date, requisition no. Location (bldg & room) Organization unit
INFORMATION USERS	Districts, enrollment planning SBCCE, enrollment projections OFM, enrollment analyses CPE, State higher education stats. HEGIS, national higher education stats. LBC, budget request analyses SPI, program outputs CVE, federal occupational program stats.		SBCCE, capital appropriations requests	HEPB, personnel stat. SBCCE, salary stats LBC, budget request analyses	SBCCE, equipment appropriation requests District inventory control
COMMENTS	With the inception of the MIS-1 in 1974, we are now able to relate student data to course data reported in the MIS-2. It identifies, for example, the number of credit hours in the English departments, in the math departments, in the allied health division, etc., that students in nursing programs actually take. With this kind of data, we are able to translate student outputs into budget requirements -- it identifies the kinds of students taking community college courses. Because of various file keys, it is possible to produce facility utilization reports by tying the MIS-3 with the MIS-2. It is also possible to relate instructional salaries in the MIS-6 to individual course sections in the MIS-2.				

COMMUNITY COLLEGE COMPUTING

In response to the 1973 Legislature's request for a plan and cost-benefit analysis for a comprehensive management information system (Substitute Senate Bill 2740), the SBCCE prepared a planning reported entitled, "Design for a Comprehensive Management Information System."

That document proposed revisions to the State Board reporting procedures which would:

1) Simplify the collection, preparation and submission of data;

2) Reduce the response time in the production of reports;

3) Integrate the data files and make them more accessible;

4) Integrate the planning and budgeting processes within the SBCCE; and,

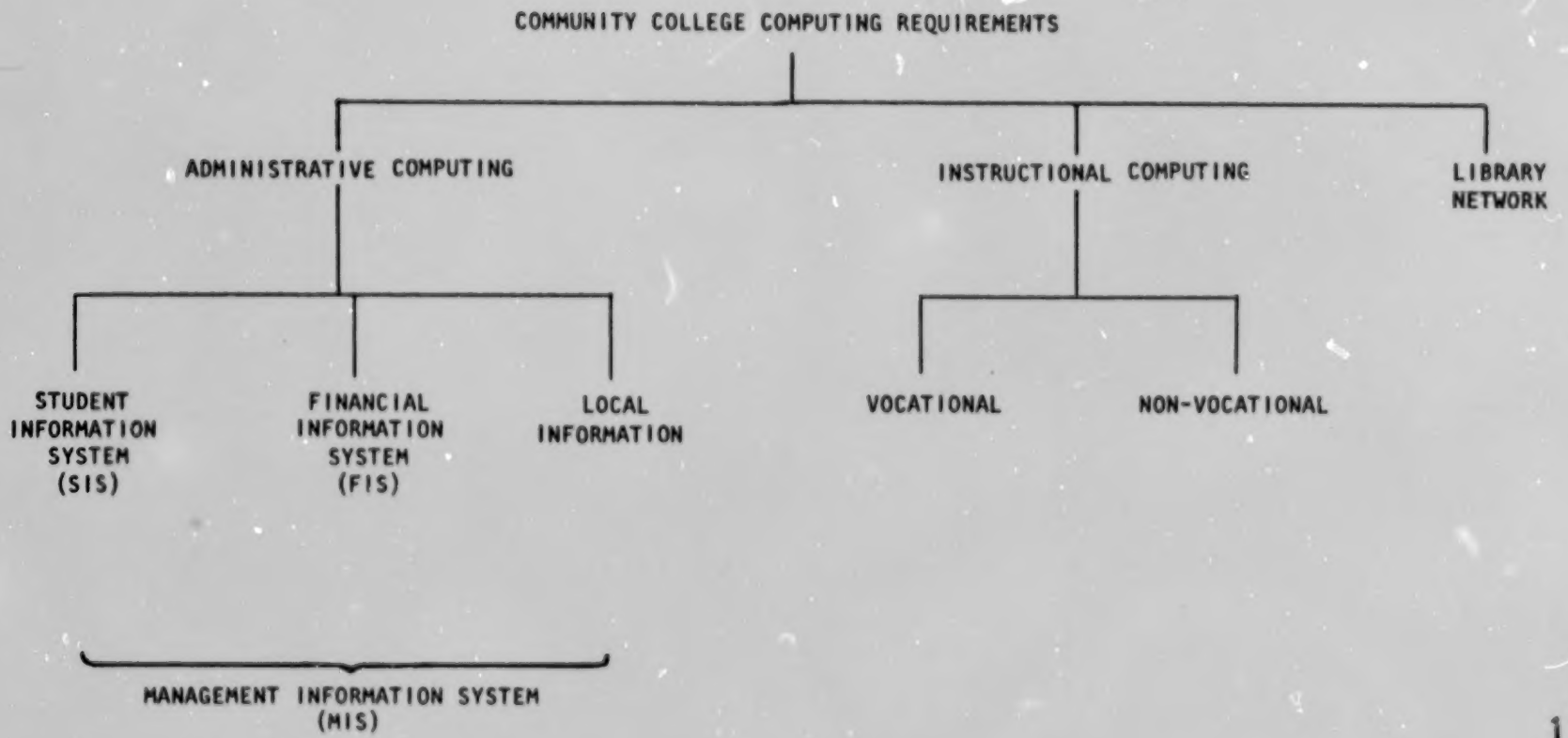
5) Provide the capability to perform program-related costing and budgeting.

In brief, the ultimate goal of the proposed plan was to provide the SBCCE with an information system which would be responsive to legislative and district requests, and enhance the State Board's capabilities to manage the community college system and integrate its budgeting and planning processes.

In January 1974, the Legislature appropriated $500,000 to implement the basic recommendations in the planning report. It also appropriated $268,000 for consultant services to examine the management information system and its integration with the computing resources of the state.

Since that time, data processing systems have been designed and are currently being implemented. The diagram on the following page outlines the system structure.

STRUCTURE OF SYSTEMS



As shown on the preceding page, the computing requirements of the community college system fall into three categories--administrative, instructional, and the library network.

Administrative System

The administrative branch houses the Student Information System and the Financial Information System which in turn provide data to the Management Information System.

The Student Information System (SIS) and the Financial Information System (FIS) are located at two data centers: Spokane Community College District No. 17 and Seattle Community College District No. 6.

The SIS supplies schools with information on admissions, registration, records and course enrollments. These files provide the data for the MIS-1 Student Enrollment File and the MIS-2 Course Effort File. Additional applications in the areas of financial aid, career planning, placement and follow-up, and student activities are planned during this biennium.

The FIS provides information for general accounting, general ledger, budget, payroll, accounts payable/purchase, revenue accounting, accounts receivable, grant and contract accounting, capital project accounting, financial, SBCCE consolidation and registration interface. Additional applications in the areas of improvements to the general accounting systems, personnel/faculty activity analyses, equipment inventory and facilities inventory are planned for this biennium.

Instructional Computing

The community colleges utilize instructional computing, including vocational data processing programs and computer-

assisted instruction, on an individual basis. "A Plan for Community College Instructional Computing" was adopted by the community colleges, the State Board, and the Data Processing Authority in December 1975 to provide the framework for systemwide planning in this area.

Library Network

The Washington community colleges are participating with the Washington State Library in their development of an automated library system. This computer-based system will provide access to bibliographic data, acquisitions services, circulation, and serials-control systems for the use of all libraries in the state.

Management

The community college system may be viewed as 27 small computing users, but it is actually one large user of computing having widely dispersed operating arms. A computing consortium has been established as the best management structure to provide the community college system with a standard hardware (the machines that do the work) and software (the procedures for the machines to do the work) configuration. The Washington Community College Computing Consortium (WCCCC) was established in July 1977 to carry out these objectives.

MIS-1 STUDENT ENROLLMENT FILE

File Description

The MIS-1 file contains information about students enrolled in community colleges. Enrollment data by course are included for each academic quarter; additionally, demographic data are included for fall quarters. This file is linked directly to the MIS-2 Course Effort Report by the identification number assigned to each course, thereby enabling analyses to be made of the relationships between student data and course data. Seventeen summary reports are created from the data contained in the MIS-1 file.

History

Initially, student information was reported on "CC-1" forms utilized when community colleges were part of the Superintendent of Public Instruction system. It satisfied SBCCE enrollment reporting requirements until Fall Quarter 1971. At that time, the CC-1 was discontinued and replaced with a series of demographic data summary tables which were collected Fall Quarter 1971 only. During Academic Year 1972-73, the demographic data summaries were expanded to cover all four quarters; in Academic Year 1973-74 they were again collected Fall Quarter only.

The current MIS-1 file was initiated in Academic Year 1974-75. It contains detailed machine-readable records of student data with linkages to the MIS-2 Course Effort Report. Student intent and occupational program data is captured for each student and used to generate the MIS-4(B) Occupational Enrollment Report, previously hand-collected. Data contained therein is also used to generate the HEGIS Fall Quarter report and satisfies the Federal Civil Rights Compliance Act reports.

Data Elements

1. Student Identification Number

2. Enrollment Category and Enrollment Category Qualifier (Student Intent): This data element is used to generate vocational headcount enrollments. Data is reported in two parts--general categories and category qualifiers. Categories reported are: General Studies (Degree or Certificate); Transfer (Non-Vocational); Adult Basic Education; High School Diploma/GED Certificate; Developmental; Occupational Preparatory; Occupational Apprentice; Occupational Supplemental; Occupational Useful Home and Family Life; General Studies; None of the Above; and No Information Reported.

Enrollment Category Qualifiers (Student Intent) are based on the U.S. Office of Education (O.E.) course coding structure (Reference Appendix B) which enables a finer breakdown of students within enrollment categories. For example, all those students identified as "Occupational Preparatory" are further classified into the area of training, e.g., practical nursing, park ranger, animal technology.

3. Residency Classification: (1) Washington resident; (2) non-resident; (3) senior citizen fee waiver; (4) community service only.

4. Course Section Enrollments (File Number): Identifies the courses a student is enrolled in for the current quarter.

5. Birth Year

6. Sex: (1) Male; (2) Female; (3) Unknown.

7. Ethnic Background: (1) Asian American, (2) Black American; (3) American Indian; (4) Chicano or Mexican American; (5) Other Spanish-surnamed (speaking) American Ethnic Minorities (including Puerto Ricans, Cubans, Latin Americans); (6) Foreign Students; (7) White Americans; (8) Other Minorities; and (9) Unknown/Not Reported.

8. Student Level: This element is optional for all quarters and applies only to those students who have identified themselves under student intent (enrollment category) as Academic Transfer or Occupational Preparatory. Two levels are reported: (1) Below second year; and (2) Second year or above.

9. Source: This element is required fall quarters only; categories reported: (1) Returning; (2) Transfer-in; (3) High school; (4) Unknown/not reported.

10. Former Institution: This element is required fall quarters only and consists of three categories: (1) community college; (2) four-year colleges and universities (public and private); (3) out-of-state university or college.

11. County of High School: This element is required fall quarters only and applies only to those students indicating their source as "high school". The county in which the high school is located is collected.

12. Veteran Status: This element is required fall quarters only and is broken down into two categories: (1) Southeast Asia Veteran receiving educational benefits; and (2) Other veteran receiving regular governmental education benefits.

MIS-2 COURSE EFFORT REPORT

File Description

The MIS-2 file contains information about the courses taught at each community college for any given quarter. Information collected includes course credit hours, instructor contact hours, student enrollment in each section, identification of the instructor teaching the section, as well as his or her percent of time devoted to teaching that section, the location and time of the course offering, and how the course is funded.

This file is linked directly to the MIS-1 through the identification number of each course reported. The MIS-2 reports total enrollment for a course. All students in the MIS-1 who are enrolled in a particular course are tallied and the totals are entered in the MIS-2 enrollment field.

The MIS-2 is also directly linked to the MIS-3 Facility Inventory File through the building and room numbers for courses taught during the day in on-campus facilities. It produces an "instructional space-utilization study" used in the Capital Analysis Model (CAM).

A direct link also exists between the MIS-2 and the MIS-6 Professional Personnel File through the instructor's identification number. Direct instructional cost studies and staffing ratio studies are thereby produced for the Council for Postsecondary Education cost study.

The key output of the combination of the MIS-1 and MIS-2 is the generation of full-time-equivalent students. This measure is calculated by totaling the credit hours taken by all students and dividing it by 15 (15 credit hours represents a full-time load for budget purposes); thus, one full-time equivalent (FTE) student equals 15 credit hours. An annualized FTE student is computed by totaling all student credit hours for the academic year and dividing them by 45 (15 credit hours X 3 academic quarters = 45).

History

The MIS-2 was initially collected for Fall Quarter 1969. For Fall Quarter 1970, the first automated editing of the file began and a manual tie to the MIS-6 Professional Personnel File was achieved to produce the first Council for Postsecondary Education cost study.

During Fall Quarter 1971, the MIS-2 file was used in conjunction with the MIS-3 Facility Inventory File to

provide a space utilization report. Enrollment counts in the MIS-2 superseded the MIS-1 summaries from the colleges, and the Higher Education General Information System (HEGIS) coding structure was introduced for coding the subject area for each course.

The quarterly collection of the MIS-2 began in Academic Year 1972-73. The match between the MIS-6 and MIS-2 to provide a computation of full-time-equivalent faculty (FTEF) effort began in Academic Year 1973-74.

A dual enrollment counting method was introduced for Academic Year 1975-76. In addition to the traditional "8th day plus adds" counting methodology, supplemental records of enrollment based on the "rolling 10th day" counting methodology were required. This process was continued during Academic Year 1976-77, allowing two years of base data to be collected before the rolling 10th day counting method became the sole procedure for gathering enrollment data in Academic Year 1977-78 (see Appendix D for definitions).

During Academic Year 1976-77, the calculation of part-time and "moonlight" (see page 29, "Employment Status" for definition) faculty effort was standardized. Faculty effort for these types of contracts is computed at the state level based on the credit and contact hours reported in the MIS-2.

Data Elements

1. Course Section I.D. Number: A four-digit unique number identifying the section being reported.

2. Department or Division Abbreviation: Designates college department offering a course.

3. Course Number: The number used to identify the course in the college catalog.

4. Section Number: Unique two-digit identification number used in conjunction with the department/division abbreviation and course number.

5. Transcript (Catalog) Credit

6. Institutional Intent Code: Classification of course sections based upon the primary intent of the college in offering the course. Categories reported are: (1) Academic Transfer; (2) Academic Basic Education; (3) Academic General Education; (4) Occupational Preparatory; (5) Occupational Support; (6) Non-wage-earning Occupational; and (7) Community Service Avocational.

7. Instructional Effort (HEGIS) Code: The subject matter of courses being reported. This element has been standardized for the system and is assigned by computer (see Appendix C).

8. Multiple Section Code: For instructors meeting two or more class sections at the same time, same day.

9. Associated Line Number: Identifies multiple section course clusters.

10. Total Contact Hours for Quarter: Categories reported = (1) Lecture; (2) Laboratory; (3) Systems Approach; (4) Clinical Approach; and, (5) Other

11. Enrollment: This element is assigned from the MIS-1

12. Full-Time-Equivalent Faculty: For full-time faculty, this element is either provided directly from the MIS-6 or pre-entered by the colleges. For part-time faculty, this element is computed and assigned by the SBCCE.

13. Instructor Social Security Number: Must be identical to the MIS-6 I.D. number to facilitate the matching process.

14. Team Teaching Situation Identifier: Identifies courses being taught by more than one instructor.

15. Instructor Employment Status: Categories collected = (1) full-time; (2) part-time; (3) moonlight; (4) para-professional; (5) contracted; and (6) contributed (volunteer) effort.

16. Administrative Unit: This element is optional for college use. It identifies the administrative unit under which the course is operated. Specific summaries are generated from this element.

17. Course Section Funding Code: Identifies the source of funds from which a course is taught. Categories collected: (1) MDTA (CETA); (2) ABE; (3) Other Federal, including PREP; (4) Sponsored (contracted funds); (5) Other (state, institutional funds, other special grants).

18. Section Time/Location Code: Identifies the time and the place where a course is being held. Categories collected: (1) On-campus day classes; (2) On-campus evening classes; (3) Off-campus day classes; (4) Off-campus evening classes; (5) Mixed location day classes; (6) Mixed location evening classes; (7) Other day classes; (8) Other evening classes; and (9) Satellite location day classes.

19. Building Number/Zip Code: For on-campus courses, the building number where the course is taught is identified. For off-campus facilities, the last three digits of the zip code are entered. This element is required fall quarter only.

20. Room Number: Identifies the room where a course is being taught; required fall quarter only.

21. Days of Week Section is Offered: Required fall quarter only.

22. Time Section Starts: Required fall quarter only.

23. Number of ½ Hour Increments Class Meets Each Day

MIS-3 FACILITY INVENTORY FILE

File Description

The MIS-3 is an annual inventory of all physical facilities over which the college exercises twenty-four hour control. Data elements include types of construction, gross and assignable square feet, room use (class lectures, laboratories, etc.), organization unit (academic or occupational course offerings, etc.), rated capacity (number of students the facility was designed to handle), etc. This file is linked directly to the MIS-2 Course Effort Report by using the building and room numbers. The Capital Analysis Model (CAM) and other analyses rely on this report for providing evaluations of space needs on each campus. Summary reports of such subjects as building characteristics, room characteristics by building, types of rooms, locations, and buildings, and summaries of room areas by type of organization and subject are produced from the information on file.

History

The MIS-3 was implemented Fall Quarter 1971 to satisfy the Higher Educational General Information System (HEGIS) reporting requirements, support the Capital Analysis Model and generate facility utilization reports. It was continued annually through Academic Year 1973-74. During Academic Year 1974-75, the Program Classification Structure (PCS) was integrated to conform with HEGIS reporting requirements and was also used to support the 1974-75 Council for Post-secondary Education cost study. The file has remained unchanged since that time.

Data Elements

1. Building Number
2. Building Name
3. Location of Building: (1) on-campus; (2) off-campus.
4. Ownership Status: Categories reported: (1) owned by college (State of Washington) or being amortized by schedule payments; (2) leased or rented; (3) not owned, but made available at little or no cost; (4) lease-purchase arrangement; (5) not owned by college, but shared with K-12 institutions; (6) not owned by college but shared with another institution of higher education.

5. Type of Construction: Identifies the type of buiding structure. Categories reported are:

For permanent structures:
(1) Masonry
(2) Wood-masonry
(3) Wood-frame
(4) Greenhouse

For relocatable facilities:
(5) Wood-frame
(6) Metal-frame
(7) Floating

6. Air Conditioning

7. Condition: The condition of the building, classified into the following areas:

(1) Satisfactory - suitable for continued use with normal maintenance.

(2) Remodeling A - requires restoration to acceptable standards without major room use changes, alterations, or modernizations. The approximate cost of "Remodeling A" is not greater than 25% of the estimated replacement cost of the building.

(3) Remodeling B - requires major updating and/or modernization. The approximate cost of "Remodeling B" is greater than 25% but not greater than 50% of the estimated replacement cost of the building.

(4) Remodeling C - requires major remodeling. The approximate cost of "Remodeling C" is greater than 50% of the replacement cost of the building.

(5) Demolition - should be demolished or abandoned because the building is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3 and 4. If a building is scheduled for demolition, its condition is recorded as "demolition" regardless of its condition.

(6) Termination - planned termination or relinquishment of occupancy of the building for reasons other than unsafeness or structural unsoundness,

such as abandonment of temporary units or vacation of leased space. If a building is scheduled for termination, its condition is recorded as "termination" regardless of its condition.

8. Year Constructed

9. Academic Quarter and Year Building Was Occupied

10. Actual Capital Investment

11. Total Gross Square Feet

12. Total Assignable Square Feet: This element is computed at the state level.

13. Local Data: Optional field for college use.

14. Room Number

15. Room Use: Identifies the type of use the room is structured for. Major categories reported are: (1) classroom; (2) laboratory; (3) office; (4) study; (5) special use; (6) general use; (7) supporting; and (8) unclassified.

16. Organizational Unit: Major categories reported: (1) instruction; (2) research; (3) academic support; (4) student services; (5) institutional support; (6) independent operations; and (7) unassigned

17. Subject Field: Four-digit identifier used to identify the subject matter taught in each room. Based on the WICHE/NCHEMS/HEGIS coding structure.

18. Net Square Feet

19. Rated Capacity: This element is used for general classrooms and class laboratories only. Displays the number of students the room was designed to handle.

20. Number of Stations: This element is used for general classrooms and academic offices only.

21. Type of Station: Identifies the type of equipment in the room: Categories reported:

(1) Tablet-arm chair (movable)
(2) Tablet-arm chair (fixed)
(3) Tables and chairs
(4) Seminar table and chairs
(5) Auditorium seating
(6) Carrels
(7) Drafting tables
(8) Art studio or group music room
(9) All other, such as science lab, vocational lab, and shop.

22. Local Data: Optional field for college use.

MIS-4 OCCUPATIONAL PROGRAM EFFORT FILE

File Description

The MIS-4 summarizes the students, faculty effort and outputs related to occupational programs. Collected quarterly, the MIS-4 is a combination of reports generated directly from the MIS-1 and a set of summary tables prepared annually by each institution. Data elements are defined below.

History

The MIS-4 was implemented in Academic Year 1971-72 as a manual set of summaries to satisfy federal vocational reporting requirements. Summary tables displayed occupational program completion data, job placement data, identification of administrative staff, faculty training and enrollment in occupational programs. The file continued basically unchanged until Academic Year 1974-75 when the MIS-1 was started. All those students indicating they were (1) occupational preparatory; (2) occupational supplemental; (3) apprentice; and (4) occupational useful home and family life were extracted from the MIS-1, thereby generating the enrollment portion of the summary reports.

Data Elements

Data elements for this file are listed below by output report. The computed elements and their origin are followed by the manually collected elements and reports.

1. Occupational Instructor Report: This output report was initiated to satisfy federal reporting requirements for the number and types of faculty teaching occupational preparatory courses according to the Office of Education (O.E.) course coding structure (reference Appendix B).

   a. O.E. Course Code and Title: Extracted from the MIS-1 for students with intent codes identified as F (occupational preparatory), H (apprentice), J (occupational supplemental), and K (useful home and family life).

   b. Preparatory FTE Faculty: Identifies, by O.E. course code, the full-time-equivalent faculty effort assigned to teaching occupational preparatory courses (all courses reported on the MIS-2 with an institutional intent of "21"--occupational preparatory--are extracted for this report).

c. Employment Status: For each O.E. course code, displays the headcount of faculty teaching occupational supplementary and occupational home and family life courses (all courses on the MIS-2 with an Institutional Intent of 22 and 23, respectively). Reported by the instructor's employment status (i.e., full-time, part-time).

2. Occupational Preparatory Enrollment Summary: For each campus, student headcount is displayed by O.E. course code by student level, i.e., first-year student, second-year student. The total number of disadvantaged and handicapped students is also shown. These numbers are extracted directly from the MIS-1 and apply only to those students with an enrollment category of "J" (Occupational Preparatory).

3. Apprentice Program Enrollment Summary: Captures the same information as the Occupational Preparatory Enrollment Summary but is limited to those students reported in the MIS-1 with an enrollment category of "H" (apprentice).

4. Supplemental Program Enrollment Summary: Captures the same information as the Occupational Preparatory Enrollment Summary but is limited to those students reported in the MIS-1 with an enrollment category of "J" (occupational supplemental).

5. Home & Family Life Enrollment Summary: Captures the same information as the Occupational Preparatory Enrollment summary but is limited to those students reported in the MIS-1 with an enrollment category equal to "K" (Occupational Useful Home & Family Life).

6. Summary of Demographic Data by O.E. Code: For each college, lists occupational preparatory programs offered by O.E. code displaying for each: (1) student level, (2) average age; (3) sex; and (4) ethnic background.

The following MIS-4 reports are manually prepared by the colleges:

1. Completions in Preparatory Occupational Education Programs (MIS-4-A): This is a report of total numbers of students who complete occupational preparatory programs at each college. The following elements are collected:

   (a) List of occupational preparatory programs by O.E. code for each college.

   (b) Completions by Sex: The number of occupational preparatory students who successfully completed the required

vocational program of study and graduated. Also included are students who completed vocational program requirements and left school at the end of the year without graduating.

(c) Left prior to Completion with Marketable Skills: Those students who have terminated their training in a program prior to normal completion time, but who have gained marketable skills and have been employed full-time in the field for which they were trained.

(d) Handicapped and Disadvantaged Totals by Sex: For each O.E. course code, the unduplicated headcount by sex is entered for those students meeting the handicapped or disadvantaged criteria.

2. Occupational Preparatory Program Placements (MIS-4-B-1): This is a report of the current status of students exiting from programs. For each occupational program, the following elements are collected and reported by sex:

(a) Completions: The number of students who successfully completed the required sequence of occupational instruction and graduated. Also included are students who completed occupational program requirements and left school at the end of the year without graduating.

(b) Left Prior to Normal Completion Time with Marketable Skills: Those students who have terminated their training in a program prior to normal completion time but who have gained marketable skills and have been employed in the field for which they have been trained.

(c) Status Unknown: The number of students who could not be located.

(d) Known To Be Not Available for Placement: This category is further divided into two subcategories:
(1) Continuing Education at a Higher Level: Students who are known not to be available for placement because they are continuing their education at a higher level; and,

(2) Other Reasons: Students known to be not available for placement for other reasons such as death, illness, by choice, serving in the armed forces in a specialty not related to their training.

2. (e) Known to have been Available for Placement: This category is further divided into three subcategories: (1) employed full-time in the field of training or a related field; (2) unemployed (seeking employment); and (3) other employment.

   (f) Handicapped and Disadvantaged Students by Sex: The total unduplicated student headcount by each O.E. course code of those meeting the handicapped or disadvantaged criteria.

3. Occupational Preparatory Program Placements by County (MIS-4-B-2): This report identifies the county of placement for all students who completed a program or left with marketable skills and were employed full-time in the field of training or a related field.

4. Status of Instructor Training (MIS-4-C-1): This is a report of pre-service and in-service instructor training that is offered by each community college. The following categories are collected for each O.E. program and are aggregated to the first two digits of the O.C. course codes.

   (a) Number of enrollees in instructor training.

   (b) Number completing instructor training.

5. Status of Administrative Personnel (MIS-4-C-2): Report of vocational administrative personnel employed at each community college. The full-time-equivalency of each administrator providing direct administrative service to vocational areas is considered and is broken down to show effort expended toward occupational preparatory programs and occupational supplementary programs.

MIS-6 PROFESSIONAL PERSONNEL FILE

File Description

The MIS-6 provides demographic, salary and workload information for all administrators and faculty for each academic quarter. This satisfies requirements for the budget allocation model, salary studies, tenure and retirement program studies, affirmative action reports, and federal affirmative action (EE06) reports. This report is directly linked with the MIS-2 Course Effort File for the purpose of establishing relationships between instructional salaries and individual course sections.

History

The MIS-6 was initially collected during Fall Quarter 1969 as a salary survey of full-time staff. During Fall Quarter 1970, it was expanded to cover part-time staff. The file remained unchanged until Academic Year 1973-74 when it began to be collected quarterly and reporting requirements were expanded to provide for a direct match with the MIS-2. For Academic Year 1977-78, the file structure was modified to incorporate the use of the new program classification structure (see Appendix A).

Data Elements

1. Employee Identification Number
2. Employment Status: Based on the type of contract a faculty member holds, the following categories are reported: (a) full-time; (b) part-time; (c) paraprofessional; (d) employee on sick leave; and (e) employee on sabbatical leave.
3. Name
4. Birth Year
5. Sex
6. Ethnic Background: Categories reported are: (a) Asian American; (b) American Indian; (c) Black American; (d) Chicano or Mexican American; (e) All other spanish-surnamed American ethnic minority; (f) White American; (g) Other minority.
7. Handicapped Status: applicable to full-time employees only.

8. Tenure Status: Applicable to full-time employees only, the following categories are collected: (a) Non-tenured employee in a non-tenurable position; (b) Tenured employee in a non-tenurable position; (c) Probationary employee in a tenurable position; and (d) Tenured employee in tenurable position.

9. Retirement Program: Applicable to full-time employees only, the following categories are collected: (a) Teachers' Retirement System; (b) TIAA/CREF; and (c) Public Employees Retirement System.

10. District Entry Date

11. Primary Administrative Function Code: Categories collected:

Admissions, Director of
Assistant to the President
Athletics, Director of
Audio-Visual Coordinator
Business Manager
Business Office Support Officer
Community Services, Director of
Continuing Education, Director of
Controller
Counseling, Director of
Data Processing Director
Dean of Administration
Dean of Instruction
Dean of Men
Dean of Students
Dean of Women
Division Chairman or Department Chairman
Evening Programs, Director of (excludes coordinators)
Financial Aids, Director of
Librarian, Head
Minority Affairs, Director of
Personnel, Director of
Planning Officer
President, Campus or District
Public Information, Director of
Registrar or Records Officer
Student Activities, Director of
Vocational-Technical Education, Director of
Vocational-Technical Support Administrators
Vice President, Campus or District
Associate or Assistant Dean of Instruction
Coordinator of Evening or Continuing Education
Confidential Secretary

12. Moonlight Assignment: Workload areas are categorized by Program Activity Codes (see Appendix A). "Moonlight" assignments apply only to full-time faculty and represent effort expended in addition to normal duties.

13. Moonlight and Additional Duty Compensation: For full-time contracted employees who receive a separate contract or letter of agreement to perform extra work not covered in the primary contract.

14. Base Salary Compensation

15. Administrative Responsibility Compensation: An additional contractual amount to compensate for administrative responsibilities.

16. Number of Contract Days: Applicable to full-time employees only.

17. Bargaining Unit Exemption: Identifies whether or not an individual is a member of a collective bargaining unit.

18. Regular Assignment Area: This area is further classified by program activity codes, percent compensation, and full-time equivalent faculty effort. Describes the composition of effort covered by an individual's basic contractual agreement; e.g., the amount if time spent for teaching, counseling, administrative work, etc.

MIS-7 CLASSIFIED PERSONNEL FILE

File Description

The MIS-7 provides demographic, salary and workload information for all classified employees under the jurisdiction of the Higher Education Personnel Board for each academic quarter. In addition to supporting the budget allocation model, this file also supports affirmative action reporting, staffing studies, federal affirmative action (EE06) reports, and Higher Education Personnel Board deliberations. From the detailed records submitted, summary reports are produced and returned to the colleges. The include the number of classified employees by job category, by ethnic background and by sex, number of full-time-equivalent employees by salary range and step, etc.

History

The MIS-7 was initially collected for Academic Year 1973-74 as a quarterly report and remained unchanged until Academic Year 1977-78 when the "Program Classification Structure" was incorporated into the file (reference Appendix A).

Data Elements

1. Employee Identification Number
2. Name
3. Employment Status: Categories collected are: (a) full-time 11/12 months; (b) full-time 9/10 months; (c) part-time 11/12 months; (d) part-time 9/10 months; and (e) vacant positions.
4. Birth Year
5. Sex
6. Ethnic Background: Categories reported are: (a) Asian American; (b) Black American; (c) American Indian; (d) Chicano or Mexican American; (e) All other Spanish-surnamed American ethnic minorities; (f) White American; and (g) Other minority.
7. Handicapped Status

8. Educational Level: Categories collected are: (a) below high school; (b) High school/GED certificate; (c) Proprietary school; (d) Vocational-technical institute; (e) journeyman; (f) two years college; (g) Bachelor's degree; and (h) Master's degree and above.

9. Union Status: Categories collected are: (a) Washington State Federation of Employees; (b) Washington Public Employees Association; (c) Other union; and (d) none.

10. Retirement Program: Categories reported are: (a) Teachers' Retirement System; (b) TIAA/CREF; and (c) Public Employees Retirement System.

11. District Entry Date

12. Present Job Classification Code (reference Appendix D)

13. Present Job Classification Date

14. Previous Job Classification Code

15. Work Schedule Plan: Categories reported are: (a) regular work week; (b) alternate work week; (c) Irregular work week.

16. Overtime Coverage

17. Type of Appointment: Categories reported are: (a) permanently employed; (b) trial service; (c) emergency appointment; (d) probationary employee; (e) provisional employee; and (f) temporary appointment.

18. Monthly Salary Rate

19. Salary Range and Step

20. Next Increment Date

21. Authorized Local Salary Differential

22. Regular Assignment Area by Program Activity Code

23. Full-time-equivalent Percentage

MIS-8 EQUIPMENT INVENTORY FILE

File Description

The MIS-8 maintains an inventory of equipment used by the various community colleges. Leased equipment and items owned by agencies other than the college (i.e. federal or local governments) but utilized by the college are included. Equipment is categorized by its type. The date of acquisition is reported along with its original cost. From this information, replacement costs are computed and the useful life expectancy for each item is derived. Summary reports and detailed file listings are produced annually. This recently developed system is the only one in the MIS series which produces summary reports on microfiche directly from the computer.

History

The State Board received a special appropriation of $40,000 from the 1974 Legislature for the design, implementation and audit of a common equipment inventory system to be used by all community colleges. The State Board worked closely with the Division of Purchasing, representatives from legislative groups and four-year colleges, the Data Processing Authority and community college task forces on systems design. The initial report was due early in 1975, with summaries generated during June 1975. The file has continued unchanged since that time.

Data Elements

1. State Tag Number: A unique seven-digit identification assigned according to Division of Purchasing regulations.

2. Item Description

3. Manufacturer's Model and Serial Number

4. Quantity

5. Ownership Status: Categories reported are: (a) owned by the college (State of Washington) or being amortized by scheduled payments; (b) leased; (c) lease-purchase agreement; (d) owned by the Federal government; (e) owned by other than State or Federal, but made available at no cost; (f) owned under the college's auxiliary services; (g) owned by the college's business enterprises; (h) owned by the associated student body; and (i) other

6. Grant/contract Number: optional

7. Purchase Order Number

8. Acquisition Date

9. Unit Cost

10. Annual Lease Cost

11. Type of Equipment: Categories reported are: (a) Office - classroom furnishings; (b) office machines; (c) transportation; (d) maintenance/custodial; (e) audio-visual; (f) industrial; (g) data processing; (h) scientific; (i) musical instruments; (j) athletic equipment; and (k) other, e.g. objects of art.

12. Organizational Unit: Categories reported are: (a) instruction; (b) research; (c) academic support; (d) student services; (e) institutional support; (f) independent operations; and (g) unassigned.

13. Division/Department designation: Optional

14. Building Number: Location of equipment.

15. Room Number: Location of equipment , optional.

16. Local Data: optional

17. Date Disposed

18. General Administration Authority Number: for disposed equipment.

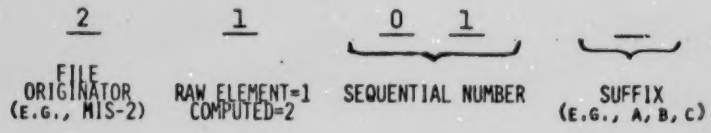
19. Disposed Status: Categories reported are: (a) released--sale or exchange; (b) lost; (c) stolen; (d) consumed; (e) other.

DATA ELEMENT DICTIONARY

MANAGEMENT INFORMATION SYSTEM

The data element dictionary has been divided into two parts. The first section lists data elements in alphabetical order; the second section lists elements by data element number.

The schema developed to number data elements consists of the file designation, whether the element is computed or is a raw element, a two-digit sequential number, and a suffix. in the case of a breakdown of a major element (e.g., funding coding is the major element, and the different types of funds carry a suffix).



ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Academic Basic Education	See "Institutional Intent" and "Enrollment Category."	2	2101b
Academic General Education	See "Institutional Intent" and "Enrollment Category."	2	2101c
Academic Support Facilities	See "Organizational Unit."	3	3112
Academic Transfer	See "Institutional Intent" and "Enrollment Category."	2	2101a
Acquisition Date (Equipment)	The month and year a piece of equipment was acquired. If the month is unknown (especially when equipment was acquired prior to the formation of the community college system), the month may be left blank and only the year entered. This data element, combined with equipment type and unit cost, produce the computed replacement costs for inventory items.	8	8101
Action Code	1 = New 2 = Update 3 = Delete	1,2,3, 6,7,8	0101a 0101b 0101c
Administrative Function	For professional personnel; classifies the primary administrative function by the following areas: 01 Admissions, Director of 02 Assistant to the President 03 Athletics, Director of 04 Audio-Visual Coordinator (excludes head librarian) 05 Business Manager 06 Business Office Support Officer 07 Community Services, Director of 08 Continuing Education, Director of (excludes coordinators) 09 Controller 10 Counseling, Director of 11 Data Processing Director 12 Dean of Administration 13 Dean of Instruction (excludes assistants or associates) 14 Dean of Men 15 Dean of Students 16 Dean of Women 17 Division Chairman or Department Chairman 18 Evening Programs, Director of (excludes coordinators) 19 Financial Aids, Director of 20 Librarian, Head 21 Minority Affairs, Director of 22 Personnel, Director of 23 Planning Officer 24 President, Campus or District 25 Public Information, Director of 26 Registrar or Records Officer 27 Student Activities, Director 28 Vocational-Technical Education, Director of 29 Vocational-Technical Support Administrators 30 Vice President, Campus or District 31 Associate or Assistant Dean of Instruction 32 Coordinator of Evening or Continuing Education 33 Confidential Secretary 99 Other	6	6101
Administrative Responsibility Compensation	Compensation that is added to the base salary for the expressed purpose of remunerating for administrative responsibility not recognized in the basic salary schedule or compensation plan. (Applicable only in districts that utilize a responsibility factor method for this purpose. In other districts, such remuneration is included in the base salary.)	6	6102
Administrative Unit	Two-digit alpha/numeric identifier representing the institutional administrative unit under which a course is being offered.	2	2102
Administrator Exemption	See "Bargaining Unit."	6	6103
Adult Basic Education	See "Enrollment Category."	1	1103c
Age	Age is computed from the MIS-1, MIS-6 and MIS-7 by subtracting the birth year from the current calendar year.	1,4, 6,7	1201

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Air-Conditioning	Shows whether or not a campus structure is air-conditioned.	3	3101
Alternate Work Week	See "Work Schedule Plan."		7119c
Annual Lease Cost	For leased equipment only; the amount paid to lease an item for one year is reported. If items being reported are on a quantity basis (reference "Quantity), the average annual lease cost for one item is shown.	8	8102
Appointment	See "Type of Appointment."	7	7117
Apprentice (Student)	See "Enrollment Category."	1,4	1103h
Associated Line Number	Used to identify multiple sections for distribution of FTE faculty.	2	2103
Average Age	Computed in the MIS-1. The arithmetic mean for all those students reported with a birth year.	1,4	1202
Average Age/FTE	The sum of the age multiplied by the number of FTEs each student generates divided by total FTEs.	1,2	1203

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Bargaining Unit	Defines whether or not an employee is considered an administrator and is not eligible for membership in a faculty bargaining unit.	6	6103
Base Salary	The basic compensation a professional staff member receives as a result of his primary contractual agreement with the college, resulting from his status on a salary schedule or compensation plan, but excluding remuneration for extra duties or administrative responsibility, if determined separately, or for Summer Quarter services, if covered by a separate contractual agreement. All employees reported must have a non-zero base salary.	6	6104
Birth Year	Two-digit year of birth of indivual being reported; zeros are entered for unknown data.	1,6,7	1101
Building Condition	The physical status and quality of a building at the time of inventory.	3	3102
	DESCRIPTION		
	Satisfactory: Suitable for continued use with normal maintenance.		3102a
	Remodeling A: Requires restoration to present acceptable standards without major room use changes, alterations, or modernizations. The approximate cost of "Remodeling A" is not greater than 25 percent of the estimated replacement cost of the building.		3102b
	Remodeling B: Requires major updating and/or modernization of the building. The approximate cost of "Remodeling B" is greater than 25 percent of the estimated replacement cost of the building, but not greater than 50 percent of the estimated replacement cost of the building.		3102c
	Remodeling C: Requires major remodeling of the building. The approximate cost of "Remodeling C" is greater than 50 percent of the replacement cost of the building.		3102d
	Demolition: Should be demolished or abandoned because the building is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for replacement. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for demolition, its condition is recorded as "demolition" regardless of its condition.		3102e
	Termination: Planned termination or relinquishment of occupancy of the building for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedency over categories 1, 2, 3, and 4. If a building is scheduled for termination, its condition is recorded as "termination" regardless of its condition.		3102f
Building Location	Denotes whether buildings are on- or off-campus structures. Category definitions:	3	3103
	On-Campus: Defined as those facilities over which the college has twenty-four hour scheduling control, and which are located on or within normal walking distance from the main campus.		3103a
	Off-Campus: Defined as those facilities over which the college has twenty-four hour scheduling control, but which are not located on or within normal walking distance from the college.		3103b
Building Name	Six characters denoting the name, description or abbreviation of a campus building. Covers buildings under the twenty-four hour control of a college.	3	3104
Building Number	Three-digit alpha/numeric identifier for building number for on-campus facilities. Matched between the MIS-2 and MIS-3 for utilization studies. Covers buildings under the twenty-four hour control of a college.	2,3,8	3105

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Capital Investment	For only those structures that are owned by the college (State of Washington), or are being amortized by schedule payments; identifies the actual cumulative total capital cost in dollars of the original structure and capitalized renovations/alterations/additions accomplished by all owners since the original construction.	3	3106
Chart of Account Groups	Grouping of instructional effort classifications for enrollment allocation and budgeting purposes. The following displays which instructional effort classifications have been subsumed under each chart of account group.	2	2201

Chart of Account Group	Instructional Effort
Business Administration	Business Management
	Law
Science	Agriculture-Nat. Resources
	Architecture-Environ. Design
	Biological Science
	Computer-Information Science
	Engineering
	Health Professions
	Military Science
	Physical Science
Mathematics	Mathematics
Social Science	Area Studies
	Home Economics
	Psychology
	Public Affairs Technology
	Social Sciences
Humanities	Communications
	Fine/Applied Arts
	Foreign Languages
	Letters
	Library Science
	Theology
	Interdisciplinary Studies
Health and Physical Ed.	Health and Physical Education
Education	Education
Business and Commerce	Business and Commerce Technology
Data Processing	Data Processing Technology
Health Services & Para.	Health Services and Paramedic Tech.
Mechanics & Engineering	Mechanics and Engineering Technology
Natural Science Tech.	Natural Science Technology
Public Service Tech.	Public Service/Relations Technology
Occupational Support	Occupational Support
Community Service	Community Service

Classification Code	See "Job Classification."	7	7103
Classroom Facilities	See "Room Use."	3	3117
Clinical	See "Contact Hours."	2	2104c
Community College No.	Three-digit number to identify colleges by district; third digit identifies multi-campus district college numbers.	1,2,3, 4,6,7,8	0102
Community Service Avocational	See "Institutional Intent," "Residency Classification," and "Enrollment Category."	1,2	2101g
Construction Type (Building)	Identifies the building style of construction categories.	3	3107

PERMANENT STRUCTURES

Code No.	Type of Construction	
1	Masonry, with or without steel reinforcing	3107a
2	Wood - masonry	3107b
3	Wood - frame	3107c
7	Greenhouse	3107d

RELOCATABLE FACILITIES

Code No.	Type of Construction	
4	Wood - frame	3107e
5	Metal - frame	3107f
6	Floating	3107g

Contact Hours	The total number of contact hours (50-minute period = contact hour) that the class normally meets during the quarter, including final exam week if one is scheduled, within the categories as defined as follows:		2	2104
		Equivalent Credit Value		
LECTURE	When the predominant instructional mode is lecturing and/or discussion continually under the direction and/or supervision of the instructor.	1:1		2104a
LABORATORY	When the predominant instructional mode is independent study in a laboratory, shop, or studio continually under the direction and/or supervision of the instructor.	1:.50		2104b

ELEMENT	DESCRIPTION			MIS FILE	DATA ELEMENT NUMBER
Contact Hours (continued)	(continued)		Equivalent Credit Value		
	CLINICAL	When the predominant instructional mode is independent study or related work activity under the intermittent direction and/or supervision of the instructor.	1:.33		2104c
	OTHER	Work activity for which little or no supervision is provided (includes commercial work experience arrangements), including Cooperative Study Programs.	1:.20		2104d
	SYSTEMS APPROACH	When the predominant instructional mode is self-paced, individualized instruction for which performance objectives have been established; which is characterized by individual conference and small group instruction, pretesting, retesting, and post-testing; and for which successful completion is contingent upon achievement of a predetermined portion of the course objectives.	*		2104e
	*Data presently indicates variable weighting most appropriate.				
Contract Days	This data element is appropriate only for those employees coded under employment status "1" (full-time). It is the number of service days specified in the primary contractual agreement with the employee (three integers).			6	6105
Contracted Employment Status	See "Employment Status."			2	2111e
Continuous/Sequential Designation	Type of enrollment option allowed for each class. The categories are:			2	2105
	"C"	The open entry/open exit type of course which permits a student to enroll, begin and end instruction at any time.			2105a
	"S"	Any course section not classified as "continuous."			2105b
Contributed Effort	See "Employment Status."			2	2111f
County of High School	Required fall quarters only and applies only to those students indicated as "high school" under Student Source. Categories collected are:			1	1102

Code	County	Code	County
Blank or 00	Unknown/Not Reported/Not Applicable		
01	Adams	20	Klickitat
02	Asotin	21	Lewis
03	Benton	22	Lincoln
04	Chelan	23	Mason
05	Clallam	24	Okanogan
06	Clark	25	Pacific
07	Columbia	26	Pend Oreille
08	Cowlitz	27	Pierce
09	Douglas	28	San Juan
10	Ferry	29	Skagit
11	Franklin	30	Skamania
12	Garfield	31	Snohomish
13	Grant	32	Spokane
14	Grays Harbor	33	Stevens
15	Island	34	Thurston
16	Jefferson	35	Wahkiakum
17	King	36	Walla Walla
18	Kitsap	37	Whatcom
19	Kittitas	38	Whitman
		39	Yakima

Course Number	Identifies the level of course being offered. This element, combined with the department/division abbreviation and section number must constitute a unique identifier.	2	2106
Course Section I.D. Number (Line Number)	Four-character identification for each course section offered during a quarter.	1,2	2107
Course Type	See "Continuous/Sequential Designation."	2	2105

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Credit Equivalents	Computed credit (transcript) values based on the contact hour fields when ### is entered in transcript credit field of MIS-2. Formula used to compute credit equivalents is as follows: One equivalent credit equals: one lecture hour (hours as used here refer to hours per week based on the standard number of weeks per quarter per that respective institution); or two lab hours; or three clinical hours; or five other hours. (Credit equivalents for systems approach hours will not be computed because the weighting would probably have to vary between colleges and departments. Therefore, credit values for ALL course sections involving systems approach hours are reported.)	2	2202
Credit Hours	The catalog or transcript credit granted for successful completion of a course.	2	2108

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Days of Week Section is Offered	Two-digit code to identify day(s) of week courses are offered.	2	2109
Demolition	See "Building Condition."	3	3102e
Department/Division Abbreviation	Designates the college department offering a course. This element, combined with the course number and section number must constitute a unique identifier.	2,8	2110
	Optional for Equipment Inventory.		8121
Developmental	See "Enrollment Categories."	1	1103e
Disposed Date	The month and year a piece of equipment was disposed.	8	8103
Disposed Status	Identifies how a piece of equipment was disposed of by the following categories:	8	8104

Code	Code	Disposed Status	
	1	Released (sale or exchange)	8104a
	2	Lost	8104b
	3	Stolen	8104c
	4	Consumed	8104d
	9	Other	8104e

District Entry Date	For Professional Personnel (MIS-6) and Classified Personnel (MIS-7); shows the year an employee commenced service with a college district. The MIS-7 also indicates month.	6,7	6106

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Educational Level	For classified employees, describes the completed educational level by the following categories:	7	7101
	0 Not Reported		7101a
	1 Below High School		7101b
	2 High School (Diploma or GED Certificate)		7101c
	3 Proprietary School (Business or Private School; not a Four-Year Institution)		7101d
	4 Vocational-Technical Institute		7101e
	5 Journeyman		7101f
	6 Two Years College		7101g
	7 Bachelor's Degree		7101h
	8 Master's Degree and Above		7101i
Employment Status	The instructor employment status codes are reported in the MIS-2 and MIS-6 and are one of the controls for matching effort between those files. This applies only to employment status codes 1, 2, 3, and 4. Employment status codes are listed below by file.	2,6,7	2111

MIS-2

Code		Definition	2	
1	Full-Time	Instruction provided by "full-time" professional personnel which is covered under the employee's primary contractual agreement.		2111a
2	Moonlight	Instruction provided by "full-time" professional personnel which is not covered by the employee's primary contractual agreement, but is covered by a separate letter of agreement (moonlight effort).		2111b
3	Part-Time	Instruction provided by "part-time" professional personnel.		2111c
4	Paraprofessional	Instruction provided by "paraprofessional" personnel.		2111d
5	Contracted	Code 5 in the MIS-2 is designated for the reporting of contracted effort. Contracted effort covers that effort which is provided by an outside agency or business firm typically through a contractual agreement with the college. Such effort is not reported in the MIS-6 because it is not provided by individuals directly employed by the college.		2111e
6	Contributed Effort (Volunteer)	Code 6 in the MIS-2 is designated to cover effort which is contributed to the institution (volunteer effort) at no cost. This effort is not included in the MIS-6 because there is no compensation involved.		2111f

MIS-6

Code		Definition	6	
1	Full-Time Contracted	i.e., full-time professional personnel regardless of contract length, including those typically considered as nine-, ten-, eleven-, and twelve-month contracts, as well as "quarterly full-time" (those employees remunerated at full-time rates on a quarterly basis). Employees typically considered as "annual part-time" are also classified here if they are remunerated at full-time rates.		6111a
3	Part-Time	i.e., part-time professional personnel contracted on a part-time basis (part-time rate) regardless of contract length, including hourly instructors and classified employees who teach part-time.		6111c
4	Paraprofessional Contracted	i.e., paraprofessional personnel (teacher's aide, etc.) regardless of contract length. Individuals in positions covered by the classified civil service system (HEPB jurisdiction) are not reported.		6111d
7	Employee on Sabbatical	i.e., full-time professional personnel on leave for study or travel at full or partial salary.		6111b
8	Employee on Sick Leave	i.e., professional personnel absent due to illness for more than half of the quarter being reported, but during which time he/she received full or partial compensation. (This only applies to full-time employees.)		6111e

ELEMENT	DESCRIPTION		MIS FILE	DATA ELEMENT NUMBER
Employment Status (continued)	MIS-7 Code	Definition	7	
	1 Full-Time 11/12 Month	i.e., the employee's services are required for the full calendar year on a full-time basis (40 hours per week). Also includes those on 11-month services.		7111a
	2 Full-Time 9/10 Month	i.e., the employee's services are required for the full nine-month academic year on a full-time basis (40 hours per week). Also includes those on 10-month services.		7111b
	3 Part-Time 11/12 Month	i.e., the employee's services are required for the full calendar (12-month) year on a part-time basis (less than 40 hours per week). Also includes those on 11-month services.		7111c
	4 Part-Time 9/10 Month	i.e., the employee's services are required for the full nine-month academic year on a part-time basis (less than 40 hours per week). Also includes those on 10-month services.		7111d
	5 Vacant Position	i.e., there is currently no incumbent in this position; however, the position is funded and it is anticipated that it will be filled.		7111e
	6 Employee on Sick Leave	i.e., the employee is absent due to illness for more than half of the quarter being reported, but during which time he/she received full or partial compensation.		7111f
Enrollment	The net count of enrollments in course sections based on the rolling 10th day counting methodology (see Appendix E for further description).		2	2203
Enrollment Category	The category into which a student is categorized to display the student's intent for attending college at the time of registration. The categories are:		1,4	1103
	Code Category	Distinction		
	A General Studies (Degree or Certificate)	The student is or appears to be enrolled primarily for the purpose of completing a certificate or up to two years of study which may qualify for an associate degree.		1103a
	B Transfer	The student is or appears to be enrolled primarily with the intent of transferring earned credits for advanced study in upper division programs of four-year institutions.		1103b
	C Adult Basic Education	The student is or appears to be enrolled primarily for the purpose of completing an 8th grade education.		1103c
	D High School Diploma/ GED Certificate	The student is or appears to be enrolled primarily for the purpose of completing a high school diploma or General Education Development certificate, either through the community college or some cooperating secondary school.		1103d
	E Developmental	The student is or appears to be enrolled primarily for the purpose of attaining or reviewing basic skills of a remedial nature.		1103e
	F Occupational Preparatory - Accepted	The student is officially enrolled in an approved vocational program intended to provide entry-level occupational skills.		1103f
	G Occupational Preparatory - Applicant	The student has or appears to have the intent of enrolling in an approved occupational program, but is not officially recognized by the institution as being admitted into the program.		1103g
	H Occupational Apprentice	The student is officially enrolled in an occupational apprentice program.		1103h
	J Occupational Supplemental	The student is or appears to be enrolled primarily to augment exist9 existing job skills.		1103i
	K Occupational - Useful Home and Family Life	The student is enrolled primarily to augment home or family life skills.		1103j

ELEMENT	DESCRIPTION			MIS FILE	DATA ELEMENT NUMBER
Enrollment Category (continued)	Code	Category	Distinction		1103k
	L	General Studies (Non-Degree/Non-Certificate)	The student is or appears to be enrolled primarily for "personal enrichment" or to explore educational opportunities. (Does not include occupational supplemental or useful home and family life.)		
	W	Community Service	The student is enrolled exclusively in community service course sections.		11031
	X	Undecided	The student has specifically stated that at this time he cannot declare a specific objective or long-range goal associated with his enrollment and none of the other categories apply.		1103m
	Y	None of the Above	The student is enrolled and the institution has decided that none of the above categories apply.		1103n
	Z or blank	No Information	The student did not select a category and the institution did not assign one.		1103o
Enrollment Category Qualifier	Students declared to be in Enrollment Category "F" (Occupational Preparatory - Accepted), "H" (Apprentice), and "K" (Useful Home and Family Life); students must be classified by the Office of Education (O.E.) coding structure for occupational programs (reference: MIS-1 instructions for a complete list of codes). Qualifier information is optional for categories "B," "J," and "G" (Academic Transfer, Occupational Supplemental, and Occupational Preparatory - Applicant, respectively).			1,4	1104
Equipment Type	Equipment is categorized into one of the following areas:			8	8105
	Office - Classroom Furnishing: Desks, chairs, couches, beds, tables, safes, lockers, cabinets, coat racks, book racks.				8105a
	Office Machines: Typewriters, calculators, copying machines, duplicators, offset presses, addes, dictating equipment (includes classroom office machines).				8105b
	Transportation: Cars, trucks, busses, aircraft, barges, boats, trailers, dollies.				8105c
	Maintenance - Custodial: Sweepers, vacuums, polishers, mowers, tractors, sprayers, graders, ladders.				8105d
	Audio-Visual: Cameras, enlargers, microfilm equipment, projectors, video tape equipment, radios, televisions, screens, cassette players, record players, tape duplicators, amplifiers, tuners, turntables, tape recorders.				8105e
	Industrial: Lathes, welders, pressers, illing machines, drills, saws, hoists, sprayers, tanks, viles, compressers, grinders, engines, motors.				8105f
	Data Processing: Terminals, bursting and decolating machines, data transcription machines (keypunch, key-tape, key-disk, scanners), tape drives, disk drives, memory, CPU's, printers, card readers, card sorters.				8105g
	Scientific: Microscopes, medical and dental instruments and equipment, oscilloscopes, optional equipment, watches and clocks, meters, gauges.				8105h
	Musical Instruments: Pianos, tubas, etc.				8105i
	Athletic Equipment: Mats, backboards, trampolines, etc.				8105j
	Other: Objects of art.				8105k
	Each type of equipment category has been assigned useful life years. This, combined with acquisition year and unit cost, produce a computed replacement cost for each equipment item.				
Ethnic Background	Each student (MIS-1) and employee (MIS-6 and MIS-7) is categorized by his declared ethnic background:			1,4, 6,7	0103

ELEMENT	DESCRIPTION			MIS FILE	DATA ELEMENT NUMBER
Ethnic Background (continued)	Code		Ethnic Background		
	Blank or Unknown/Not Reported/"0"		Those whose ethnic background is not known.	1,4, 6,7	0103a
	1	Asian American	Those who identify themselves ethnically as being of Chinese, Japanese, Korean, Hawaiian, Samoan or Filipino descent.	1,4, 6,7	0103b
	2	Black American	Those who identify themselves ethnically as being of Black or Afro-American descent.	1,4, 6,7	0103c
	3	American Indian	Those who identify themselves ethnically as being of Native American Indian descent, including Canadian and Alaskan Natives. Does not include White Americans.	1,4, 6,7	0103d
	4	Chicano or Mexican American	Those who identify themselves ethnically as being of Chicano or Mexican American descent.	1,4, 6,7	0103e
	5	All Other Spanish-Surnamed American	Those who identify themselves ethnically with a Spanish-Surnamed (speaking) American ethnic minority group other than Filipino, Chicano, or Mexican Americans; this class includes Puerto Ricans, Cubans, Latin Americans, etc.	1,4, 6,7	0103f
	6	White American (Caucasian)	Those who identify themselves ethnically as White Americans (Caucasian). Does not include Canadian or other Caucasians who are attending as foreign students.	1,4, 6,7	0103g
	7	Foreign Student	Students who are attending with an "F" or "J" visa.	1,4	0103h
	9	Other	Those who identify themselves with an ethnic minority group other than those specified above. Does not include unknowns or not reported.	1,4, 6,7	0103i

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Facilities (Unclassified, Classroom, Laboratory, Office, Study, Special Use, General Use, Supporting)	See "Room Use."	3	3117
Federal Funds	See "Funding Code."	2	2113c
Floating	See "Construction Type."	3	3107g
Former Institution (Students)	Required Fall Quarter only and applies only to students classified as "Transfer-In" under Student Source. The categories collected are:	1	1105

COMMUNITY COLLEGES		FOUR-YEAR COLLEGES AND UNIVERSITIES	
Code	Institution	Code	Institution
010	Peninsula	310	University of Washington
020	Grays Harbor	300	Washington State University
030	Olympic		
040	Skagit Valley	320	Central Washington University
051	Everett	330	Eastern Washington University
052	Edmonds	340	Western Washington University
062	Seattle Central	350	The Evergreen State College
063	Seattle North		
064	Seattle South	500	Gonzaga University
070	Shoreline	510	Fort Wright College
080	Bellevue	520	Pacific Lutheran University
090	Highline	530	St. Martins College
100	Green River	540	Seattle University
110	Fort Steilacoom	550	Seattle Pacific College
121	Centralia	570	University of Puget Sound
122	OTCC	580	Walla Walla College
123	Garrett Heyns	590	Whitman College
130	Lower Columbia	600	Whitworth College
140	Clark	610	Northwest College
150	Wenatchee Valley	620	Maple Valley College
160	Yakima Valley		
171	Spokane	910	Out-of-State University or College
172	Spokane Falls		
180	Big Bend		
190	Columbia Basin		
200	Walla Walla		
210	Whatcom		
220	Tacoma		

Full-Time Employment Status	See "Instructor Employment Status," "Professional Personnel Employment Status," "Classified Personnel Employment Status."	6,7	6111 7111a 7111b
Full-Time Equivalent Faculty (FTEF)	Each course section is described as bieng a certain portion of the full-time load of a typical faculty member.	2,6	2112 2204
Full-Time-Equivalent Students (FTE)	FTE students are computed by dividing student credit-hours by 15. Thus, one FTE student equals 15 credit-hours.	1,2,4	2205
Funding Code	Identifies the appropriate source of funds for a course.	2	2113

Code		Section Funding	
	FEDERAL:		
1		MDTA/CETA	2113a
2		ABE	2113b
3		Other Federal (including PREP)	2113c
8	CONTRACT FUNDS:	Includes (1) grants to finance course offerings other than those included under "federal" (e.g., private foundation or contract with business, industry, or other non-federal government agency; and (2) all "community service" courses (institutional intent code 31). Reporting of high school students in college programs must be consistent with Section 4.50.06 of the SBCCE Policy and Procedures Manual.	2113d
9	OTHER:	Includes all courses funded by state and institutional funds other than special grants.	2113e

The primary distinction between "other" (state) funds and all other sources is that tuition and fees are paid by the student (or employer, etc., in the name of the student) and the appropriate deposits are made to the capital project bonding accounts.

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Funding Code (cont.)	If, for example, a business firm pays only the tuition and fees of its employees, then the course is state funded rather than contract. In situations where a person other than the student pays the tuition and fees, it should be considered essentially as a form of scholarship funds. Also, if a special grant is made to the institution to "enrich" a particular program or course, and tuition and fees are also collected from the student, the funding source should be "other" (state). "Enrichment funds" typically carry the stipulation that funds from other sources shall not be reduced because of these special funds.		

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
G.A. Authority Number	When a piece of equipment is released through sale or exchange, a General Administration-Division of Purchasing authority number is assigned according to Division of Purchasing requirements.	8	8106
General Studies (Student)	See "Enrollment Category."	1	1103a
General Use Facilities	See "Room Use."	3	3117
Grant/Contract Number	Optional field for campus use only. Used primarily for CETA contracts, etc.	8	8107
Greenhouse	See "Construction Type."	3	3107d
Gross Square Feet	The sum of the area on all levels within the outside faces of exterior walls to the nearest square foot. On-campus dormitory capacity is captured in this element.	3	3108

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Half-Hour Increments Classes Meet Each Day	For all on-campus facilities, Fall Quarter (optional all other quarters); identifies the number of 1/2 hour increments classes meet, e.g., 1 hour = 02, 3 1/2 hours = 07, etc.	2,3	2114
Handicapped Status	For full-time staff, describes the employee's handicapped status for affirmative action reporting purposes. The following definition of "handicapped" is used in making the code assignment: "Handicapped" persons are those employees with physical, mental or sensory impairments that would impede that individual in obtaining and maintaining permanent employment and promotional opportunities. The impairments must be material rather than slight, static and permanent in that they are seldom fully corrected by medical replacement, therapy, or surgical means. Code — Handicapped Status "0" — Unknown — 6107a "1" — Yes (meets the definition of "handicapped") — 6107b "2" — No (does not meet the definition of "handicapped") — 6107c For part-time staff and others not classified as "full-time" under "employment status," this data element is optional and will be assumed to be "unknown" unless otherwise indicated.	6,7	6107
HEGIS Code	Four-character numeric codes extracted from the Higher Education General Information Survey (HEGIS) taxonomy of instructional programs in higher education. Also known as "Instructional Effort" codes. See Appendix C for a list of approved HEGIS codes for the community colleges for Academic Year 1977-78.	2,3,8	2206

ELEMENT	DESCRIPTION			MIS FILE	DATA ELEMENT NUMBER
Instructor Employment Status (cont.)	Code			2,6	
	4	Para-professional	Instruction provided by "para-professional" personnel. "Para-professional" is defined to include all para-professional personnel (teacher's aid, etc.) regardless of contract length. This does not include individuals in positions covered by the classified civil service system (HEPB jurisdiction).		2111d 6111d
	5	Contracted	Instruction provided through a contract agreement with a private firm or other government agency.		2111e
	6	Contributed Effort (Volunteer)	Instruction provided by a volunteer who receives no compensation.		2111f
	7	Employee on Sabbatical	Full-time professional personnel on leave for study or travel at full or partial salary.		6111b
	8	Employee on Sick Leave	Professional personnel absent due to illness for more than half of the quarter being reported, but during which time he/she received full or partial compensation. (This only applies to full-time employees.)		6111e
Instructor Identification Number	The identification number of an instructor for a course section. The use of the Social Security Number is recommended, but not mandatory. The number used must match the number used to identify this employment in the MIS-6. A separate MIS-2 Course Record is required for each instructor of team-teaching sections. For sections which are taught through "contracted" instruction (employment status code "5"), a unique numeric identifier is entered.			2,6	6108
Irregular Work Week	See "Work Schedule Plan."			7	7119c

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Increment Date	The month an employee is scheduled to receive his/her next salary increment.	7	7102
Independent Operation Facilities	See "Organizational Unit."	3,8	3112 8112
Institutional Intent	Course classification based on the primary intent of the college in offering the course. The categories collected are:	1,2,4	2101
	11 Academic Transfer: Courses specifically intended for transfer credit to bachelor degree-granting institutions.		2101a
	12 Academic Basic Education: Developmental courses intended to bring the student to a general level of knowledge equivalent to grade 12 completion: e.g., high school completion, English as a Second Language, citizenship training or review of traditional high school subjects.		2101b
	13 Academic General Education: Courses intended to be post-high school terminal academic offerings applicable toward associate degree, certificate, diploma requirements: e.g., college orientation, conversational language, and all other academic courses not classified in "11" or "12" above.		2101c
	21 Occupational Preparatory: Courses primarily intended to provide basic occupational/vocational skills assuming no prior training in the area.		2101d
	22 Occupational Supplementary: Courses primarily intended to augment the occupational/vocational skills of the student.		2101e
	23 Non Wage-Earning Occupational: (Useful Home and Family Life Occupational) - Courses in vocational home and family life such as Child Rearing, Managing Family Resources, and Maintaining Mental Health Through Family Relationships. Programs and/or courses must be based on an analysis of basic functions of the family.		2101f
	31 Community Service Avocational: Organized courses or activities which may carry no credit and which were established for the purpose of meeting community avocational needs. They are typically not applicable to degrees, diplomas, or certificates. Cultural, recreational, and personal skill courses not meeting the intent codes "11" through "23" are in this category.		2101g
Institutional Support Facilities	See "Organizational Unit."	3	3112
Instructional Facilities	See "Organizational Unit."	3	3112
Instructor Employment Status	Defines the employment status of an instructor for a given course. The categories are:	2,6	2111 6111
	Code — Instructor Employment Status		
	1 Full-Time: Instruction provided by "full-time" professional personnel which is covered under the employee's primary contractual agreement.		2111a 6111a
	"Full-time" is defined to include all full-time professional personnel regardless of contract length, including those typically considered as nine-, ten-, eleven-, and twelve-month contracts, as well as "quarterly full-time" employees (those employees remunerated at full-time rates on a quarterly basis). Employees typically considered "annual part-time" are also classified here if they are remunerated at full-time rates.		2111b
	2 Moonlight: Instruction provided by "full-time" professional personnel which is not covered by the employee's primary contractual agreement, but is covered by a separate letter of agreement (moonlight effort).		2111b
	3 Part-Time: Instruction provided by "part-time" professional personnel.		2111c 6111c
	"Part-time" is defined to include all part-time professional personnel contracted on a part-time basis (part-time rate) regardless of contract length, including hourly instructors and classified employees who teach part-time.		

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Job Classification Code	Identifies the position an employee is presently filling according to the Higher Education Personnel Board (HEPB). Taxonomy of job classification under their jurisdiction (See Appendix D).	7	7103
Job Category	The aggregation of job classifications into seven categories according to Federal Equal Employment Opportunity Commission reporting requirements (EEO6 reports). The job category assignment is displayed for each Higher Education Personnel Board job classification under "Affirmative Action Code" (Appendix D). The categories are defined as follows:	7	7202
	1. Executive/Administrative/Managerial		7202a
	Include all persons whose assignments require *primary* (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations or the institution department or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Report in this category all officers holding such titles as President, Vice President, Dean, Director, or the equivalents, as well as officers subordinate to any of these administrators with such titles as Associate Dean, Executive Officers of academic departments (chairmen, heads, or the equivalent) if their principal activity is administrative. *Note:* Supervisory personnel of the technical, clerical, craft, and service/maintenance force will be reported within the specific categories.		
	2. Faculty		7202b
	Include all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any one of these academic ranks. Report in this category Deans, Directors, or the equivalents, as well as Associate Deans, Assistant Deans, and executive officers of academic departments (chairmen, heads, or the equivalent) if their principal activity is instructional. *Do not* include student teaching or research assistants.		
	3. Professional Non-Faculty		7202c
	Include in this category persons whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Included would be all staff members with assignments requiring specialized professional training who should not be reported under Activity 1 (Executive) or Activity 2 (Faculty) and who should not be classified under any of the four "nonprofessional" categories of activities.		
	4. Secretarial/Clerical		7202d
	Include all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk typists, office-machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians.		

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Job Category (cont.)	(continued)	7	
	5. Technical/Paraprofessional		7202e
	Include all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many two-year institutes, junior colleges or through equivalent on-the-job training. Include computer programmers and operators, draftsmen, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic-physical sciences) and similar occupations not properly classifiable in other occupational-activity categories but which are institutionally defined as technical assignments.		
	Include persons who perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.		
	6. Skilled Crafts		7202f
	Include all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and repairmen, electricians, stationary engineers, skilled machinists, carpenters, compositors and type-setters.		
	7. Service/Maintenance		7202g
	Include persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which results in or contributes to the comfort, convenience and hygiene of personnel and the student body or which contributes to maintaining campus or office facilities.		

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Laboratory	See "Contact Hours."	2	2104b
Laboratory Facilities	See "Room Use."	3	3117
Lecture	See "Contact Hours."	2	2104a
Local Data	Optional information used at college discretion for clarity of information. Space provided in MIS-3 and MIS-8 only.	3 8	3109 8108

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Masonry, With or Without Steel Reinforcing	See "Construction Type."	3	3107a
Metal Frame	See "Construction Type."	3	3107f
Mixed Location Day Classes	See "Time/Location Codes."	2	2119e
Mixed Location Evening Classes	See "Time/Location Codes."	2	2119f
Model/Serial Number	Optional field for reporting the manufacturer's model and/or serial number of an equipment piece.	8	8109
Monthly Salary Rate	See "Salary Rate."	6,7	6114 7114
Moonlight Employment Status	See "Employment Status."	2,6	2111b
Multiple Section Status Identifier	Identifies courses taught by the same instructor at the same time of day.	2	2115

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Name	Employer name on MIS-6 and MIS-7. Element is optional for all files. Student names are permanently purged from the master before summary reports are produced.	6 7	6109 7104
Net Square Feet	The floor area to the nearest foot, for a room or portion of a building denoted by a room number.	3	3110
Number of Station	For room uses 110 (Classroom, general) and 311 (Academic office) describes the actual number of seats available and useable and the number of faculty members presently assigned to stations therein, respectively.	3	3111

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Occupational Non-Wage Earning	See "Institutional Intent" and "Enrollment Category."	1,2	2101f
Occupational Preparatory	See "Institutional Intent" and "Enrollment Category."	1,2	2101d
Occupational Supplementary	See "Institutional Intent" and "Enrollment Category."	1,2	2101e
Off-Campus Day Classes	See "Time/Location Codes."	2	2119c
Off-Campus Evening Classes	See "Time/Location Codes."	2	2119d
Office Facilities	See "Room Use."	3	3117
On-Campus Day Classes	See "Time/Location Codes."	2	2119a
On-Campus Evening Classes	See "Time/Location Codes."	2	2119b
Organizational Unit	For assignable room space, classifies the organizational (administrative) unit. Extracted from the Higher Education Facilities Inventory and Classification Manual. Allowable classifications:	3 8	3112 8112

Code	Description
	INSTRUCTION
1.0	General Instruction
1.1	Academic Instruction
1.2	Occupational & Vocational Instruction
1.3	Community Education
1.4	Preparatory & Adult Basic Education
	RESEARCH
2.0	Organized Research Program
2.1	Institute & Research Centers
2.2	Individual or Project Research
	ACADEMIC SUPPORT
4.1	Libraries
4.2	Museums and Galleries
4.3	Audio/Visual Services
4.4	Computing Support
4.5	Ancillary Support
4.6	Academic Administration and Personnel Development
4.7	Course & Curriculum Development
4.8	Academic Personal Development
	STUDENT SERVICES
5.1	Student Service Administration
5.2	Social & Cultural Development
5.3	Counseling & Career Guidance
5.4	Financial Aid
5.5	Student Support
5.6	Inter-Collegiate Athletics
	INSTITUTIONAL SUPPORT
6.1	Executive Management
6.2	Fiscal Operations
6.3	General Administrative Services
6.4	Logistical Services
6.5	Physical Plant Operations
6.6	Faculty and Staff Services
6.7	Community Relations
6.8	Student Recruitment, Admissions and Records
	INDEPENDENT OPERATIONS
7.1	Institutional Operations
7.2	Outside Agencies
	UNASSIGNED (FOR ASSIGNABLE AREAS ONLY)
8.1	Capable of Use
8.2	Incapable of Use
9.0	Building Service (For Nonassignable Areas Only)

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Other Contact Hours	See "Contact Hours."	2	2104d
Other Day Classes	See "Time/Location Codes."	2	2119g
Other Evening Classes	See "Time/Location Codes."	2	2119h
Overtime Coverage	Identifies whether or not an employee is covered by overtime pay provisions.	7	7105
Ownership Status (Buildings)	Best describes the ownership status of campus buildings categories:	3	3113
	Owned by the college (state of Washington) or being amortized by scheduled payments.		3113a
	Leased or rented at typical local rate for space.		3113b
	Not owned, but made available to the college at little or no cost.		3113c
	Lease-purchase arrangement.		3113d
Ownership Status (Equipment)	Describes the owner of a piece of equipment by the following categories:	8	8110
	Owned by the college (State of Washington) or being amortized by scheduled payments.		8110a
	Leased.		8110b
	Lease-purchase arrangement.		8110c
	Owned by the Federal government.		8110d
	Owned by other than State or Federal, but made available at no cost.		8110e
	Owned under the college's auxiliary services.		8110f
	Owned by the college's business enterprise.*		8110g
	Owned by the associated student body.		8110h
	Other.		8110i
	*If a finer detail is required by the college, the following codes should be used:		
	7.1 Bookstore.		8110j
	7.2 Food Service.		8110k
	7.3 Dormitory.		8110l

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Paraprofessional	See "Employment Status."	2,6	2111d 6111d
Part-time Employment	See "Employment Status."	2,6,7	2111c 6111c 7111c
Present Job Classification Code	See "Job Classification Codes."	7	7103
Present Job Classification Date	Defines the month and year an employee commenced service in his present position.	7	7106
Previous Job Classification Code	This data element is intended to track the movement of employees through the various HEPB job classifications after the original submission of data. See "Job Classification Codes."	7	7107
Program Activity	Budget coding structure. See Appendix A.	6 7	6110 7110
Purchase Order Number	The purchase (field) order number under which a piece of equipment was acquired. The primary use of this data element is to ensure that all newly acquired equipment can be audited to verify unit cost and to ensure addition to the inventory. Current purchase orders and field orders are distinguished by a "P" or "F" respectively, in the leading character.	8	8111

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Quantity	Intended for use when reporting small equipment items or institutional chairs, etc., which do not have a unique 7-digit inventory identification number, but are grouped and assigned a number as a group. This field may be left blank when reporting and will be assumed as a quantity of 1.	8	8119
Quarter and Year Occupied	The academic quarter and year a building was occupied.	3	3114
Quarter Code	One-character number to identify academic quarters, e.g.;	1,2,4 6,7,8	0104
	1 = Summer		0104a
	2 = Fall		0104b
	3 = Winter		0104c
	4 = Spring		0104d

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Rated Capacity	The capacity determined by a space inventory of the following types of rooms: Room Use 110: The agreed-upon capacity of the room as determined for utilization study purposes. Room Use 210: The actual capacity as determined by the instructor and as used for utilization study purposes. Room Uses 311, 350, 410, 430 610 and 680: The number of seats or stations (desks) available. All other room uses: Enter zeros or leave blank.	3	3115
Regular Assignment	Identifies by Program Activity Code the amount of full-time-equivalent effort expended in each area of assignment.	6 7	6112 7112
Regular Work Week	See "Work Schedule Plan."	7	7119a
Remodeling A, B & C	See "Building Condition."	3	3102b, c,d
Replacement Cost	Computed based on the year of acquisition, type of equipment and original cost. The price index schedule was developed from two sources: Bureau of Labor Statistics (BLS) Wholesale Price Indexes and BLS Handbook of Methods-Weighting Index. A weighting factor was applied to each commodity sub-group index to determine a weighted index for each type of equipment for each year. The weighting factor is based on the relative importance of items as designated in the BLS Handbook of Methods-Weighting.	8	8201
Research Facilities	See "Room Use."	3	3117
Residency Classification	Classifies the student for fee calculation purposes as defined in RCW 28B.15.011 thru 28B.15.014. Codes: 1 — The student qualifies for "resident" fee status for the current quarter. (1106a) 2 — The student does not qualify for "resident" fee status for the current quarter. (1106b) 3 — The student is enrolled under the senior citizen fee waiver program (RCW 28B.15.540), (WAC131.28.080). (1106c) 4 — The student is enrolled exclusively in "Community Service" course selections. (1106d)	1	1106
Retirement Program	For professional personnel (MIS-6) and Classified Personnel (MIS-7) identifies the retirement program an individual is enrolled in. Categories are: None Teachers Retirement System TIAA/CREF Public Employees Retirement System	6,7	6113
Room Number	5 character alpha/numeric field to identify the room classes are conducted in. Matched between MIS-2 and MIS-3 for room utilization studies. For all assignable space; opticnal to report unasssignable spaces (hallways, restrooms, janitor closets).	2 3 8	2116 3116 8116
Room Use	Categorizes all assignable space using Higher Education Facilities Inventory and Classification Manual. Approved categories for 1977-78:	3	3117

Code	Category
	Unclassified Facilities
050	Inactive area
060	Alteration or Conversion
070	Unfinished area
	Classroom Facilities
110	Classroom, general
115	Classroom service

Code	Category
	Special Use Facility
520	Athletic/physical education
523	Athletic facilities spectator seating
525	Athletic/physical education service
530	Audio/visual, radio, TV
535	Audio/visual, radio, TV service
540	Clinic (non-Health prof)
545	Clinic service (non-Health prof)

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Room Use (cont.)			
	Laboratory Facilities		
	210 Class laboratory		
	215 Class laboratory service		
	220 Non-scheduled class lab		
	225 Non-scheduled lab service		
	230 Individual study lab		
	235 Individual study lab service		
	Office Facilities		
	311 Academic office		
	312 Administrative office		
	313 Student assistant office		
	314 Clerical/secretarial office		
	316 Staff office		
	315 Office service		
	350 Conference room (office related)		
	355 Conference room service (office related)		
	Study Facilities		
	410 Study room		
	420 Stack		
	430 Open stack reading/study		
	440 Library processing		
	455 Study facilities service		
	550 Demonstration		
	555 Demonstration Service		
	570 Animal quarters		
	575 Animal quarters service		
	580 Greenhouse		
	585 Greenhouse service		
	590 Other (all-purpose)		
	General Use Facilities		
	610 Assembly/theater		
	615 Assembly service		
	620 Exhibition		
	625 Exhibition service		
	630 Food facilities		
	635 Food facilities service		
	650 Lounge		
	655 Lounge service		
	660 Merchandising facilities		
	665 Merchandising facilities service		
	670 Recreation		
	675 Recreation facility service		
	680 Meeting room (see also 350)		
	685 Meeting room service		
	690 Locker room		
	Supporting Facilities		
	710 Data processing/computer		
	715 Data processing/computer service		
	720 (campus) shop facility		
	725 Shop facility service		
	730 (Central Campus) storage		
	735 Storage facility service		
	740 Vehicle storage		
	745 Vehicle storage service		
	850 Treatment rooms (health care)		

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Sabbatical	See "Employment Status."	6	6111b
Salaries, Average Per FTE Employee	The salary (base salary plus administrative responsibility compensation for the MIS-6; the monthly salary rate only is used for the MIS-7) multiplied by the FTE for each employee devided by the total FTE. $\frac{\text{(Salary) (Employee FTE)}}{\text{Total FTE Employees}}$	6 7	6201 7201
Salary Differential	Indicates whether or not an institution has received authorization from the HEPB to remunerate an employee at a different salary range from that assigned to the job classification on a statewide basis.	7	7108
Salary Range	The HEPB salary range assigned to an employee based on his status under the HEPB job classification (See Appendix D).	7	7109
Salary Rate	The dollar amount that reflects the monthly salary rate at which an employee currently is being remunerated. For full-time employees (with the exception of those who are "Y rated") the monthly salary rate is determined by the salary range assigned to the job classification and the salary step of the employee. Shift differential which may be in effect is excluded. For vacant positions, the monthly salary rate associated with step "G" of the salary range assigned to that position is reported. For part-time employees this entry reflects the monthly salary rate at which he is paid and not the actual gross earning. For example, an employee who works 20 hours per week and earns $322 for the month would be reported as $644. The monthly salary rate is compared with the job classification code, salary range and salary step to insure consistency.	6 7	6114 7114
Salary Step	The code reflects the HEPB salary step (within the HEPB salary range) at which an employee is presently employed (See Appendix D). "Y" is entered for those individuals who are paid beyond the authorized salary range for the job classification assigned and who are not entitled to any further step increases. For those individuals who are remunerated at a "shadow step" beyond the normal salary range, a box has been provided to enter the step. Note that this approach applies only to those in "shadow steps" who also have at least one additional step to go to; otherwise they would be reported as "Y." Positions being remunerated under the local salary differential approach should report the step that reflects the rate within the normally assigned salary range. Because the local salary differential involves a higher salary range, it may be necessary to indicate a "shadow step." For vacant positions, step "G" is always reported.	7	7115
Satellite Day Classes	See "Time/Location Codes."	2	2119i
Satisfactory	See "Building Condition."	3	3102a
Section Number (Course)	An alpha/numeric identifier for the "section" of a course being reported.	2	2117
Sequential	See "Continuous/Sequential Designation."	2	2105b
Sex	One-character code to identify the sex of individual being reported. Codes: M = Male F = Female Ø = Unknown, Not reported	1,4 6 7	1116 6116 7116

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Sick Leave	See "Employment Status."	6,7	6111e 7111f
Source (Student)	Required fall quarters only, indicates the "source" of a student as of the previous fall quarter. Categories collected:	1	1107
	1. Returning: Student was enrolled in the same institution previous fall quarter.		1107a
	2. Transfer-in: Student was enrolled in another institution of higher education the previous quarter.		1107b
	3. High School: Student was enrolled in a high school in the State of Washington during the previous fall quarter.		1107c
Special Use Facilities	See "Room Use."	3	3117
State & ABE Funds	See "Funding Code."	1,2	2113e
State Tag Number	A unique 7-digit identification number which has been assigned or affixed to a piece of equipment. Corresponds with the 6-digit Dept. of General Administration, Division of Purchasing assignment. Is file key to equipment inventory.	8	8113
Stations	See "Number of Stations."	3	3111
Stations, Type	See "Type of Station."	3	3119
Student/Faculty Ratio	Number of full-time students divided by the number of FTE faculty.	2	2207
Student I.D. Number	9-digit number to identify student records. If other than a social security number is used, it must be unique for the academic year to facilitate generation of unduplicated headcount and identification of returning students subsequent quarters. Student I.D. numbers are scrambled on MIS-files for security.	1,4	1108
Student Intent	See "Enrollment Category."	1,4	1103
Student Level	This element is optional for all quarters and applies only to students under enrollment categories B or F (Academic Transfer, Occupational Preparatory). Codes reported: 1, below second year (less than 45 accumulative college credits); 2, second year or above (45 or more accumulative college credits).	1,4	1109
Student Services Facilities	See "Organization Unit."	3	3112
Study Facilities	See "Room Use."	3	3117
Subject Field	Identifies the instructional subject taught in a room. Based on approved HEGIS codes (See Appendix C) and must be in correlation with room use and organization unit, e.g., an occupational lab must have a subject field code between 5000 and 5999.	3 8	3118 8118
Supporting Facilities	See "Room Use."	3	3117
Systems Approach	See "Contact Hours."	2	2104e

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Team Teaching Identifier	Indicates whether the course being reported is taught by a "team" (more than one instructor).	2	2118
Tenure Status	Describes the tenure status of full-time instructors (MIS-6) into one of the following categories:	6	6115
	Code — Tenure Status		
	1 — Non-tenured employee in a non-tenurable position		6115a
	2 — Tenured employee in a non-tenurable position		6115b
	3 — Probationary employee in a tenurable position		6115c
	4 — Tenured employee in a tenurable position.		6115d
Termination	See "Building Condition."	3	3102f
Time/Location Codes	Identifies the locality of a course offering:	2	2119
	Code		
	1 — On Campus Day Classes		2119a
	2 — On-Campus Evening Classes		2119b
	3 — Off-Campus Day Classes		2119c
	4 — Off-Campus Evening Classes		2119d
	5 — Mixed-Location Day Classes		2119e
	6 — Mixed-Location Evening Classes		2119f
	7 — Other Day Classes		2119g
	8 — Other Evening Classes		2119h
	9 — Satellite-Location Day Classes		2119i
	Definitions		
	On-Campus Classes: Classes taught on or within normal walking distance of a main campus in facilities over which the college exercises 24-hour scheduling control.		
	Off-Campus Classes: Classes taught in facilities over which the college exercises 24-hour scheduling control, but that are not within normal walking distance of a main campus.		
	Mixed-Location Classes: Classes that combine "on" or "off" campus instruction as defined above with instruction in some other location which is not under the 24-hour scheduling control of the college (field, beach, hospital, clinic, business, ocean).		
	Other: Classes taught in a location not classifiable above (i.e. no portion under the 24-hour scheduling control of the college).		
	Day Classes: Classes beginning during the nine-hour period commencing at the beginning of the first regular morning class period (e.g., 7:00 am thru 4:00 pm).		
	Evening Classes: Classes beginning at or after the tenth hour following the start of the first regular morning class period.		
	Satellite-Day Classes: Classes offered during "daytime" hours in locations not actually "on-campus," but which have been recognized by SBCCE staff as providing full student services. Contact the dean of students for determination of approved sites. (Building numbers must be approved for all quarters).		
Time Section Starts	Required Fall Quarter only. (Optional all other quarters). 4 integers showing time a course section starts. Evening classes are identified by Section and Time/Location Status.	2	2120
Transaction Month	2-digit identification for month of transaction. Ensures records are processed in the right sequence.	8	8114

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Transcript Credit	The catalog credit value for a course (2 integers and one fraction). An exception to this arises for reporting credit equivalent courses (typically occupational courses which carry only a clock hour designation) or when reporting lecture/laboratory splits for room use utilization studies. See also "Credit Equivalents."	2	2121
Type of Appointment	Identifies the current status of an employee in his current position:	7	7117
	Code — Type of Appointment		
	1 — "Permanent" - The employee holds status as a permanent employee in his present position: i.e., the employee has successfully completed the six-month probationary or trial service period.		7117a
	2 — "Probationary" - The employee is currently serving a six-month probationary period and will receive permanent status in the current job classification (Item 2.17.1) upon successful completion of that period. The employee currently does not hold permanent status in any job classification with the college.		7117b
	3 — "Trial Service" - The employee is currently serving a six-month trial service period after being appointed to the position from a promotional list or transfer list involving movement into a different class. The employee will receive permanent status in the current job classification (Item 2.17.1) upon successful completion of the trial service period.		7117c
	4 — "Provisional" - The employee is currently serving in a provisional appointment as the result of an inadequate register of eligible applicants. The provisional appointment may not exceed six months in duration and does not constitute a part of the probationary period. The employee must compete for the position when recruitment is initiated.		7117d
	5 — "Emergency" - The employee is currently in an emergency appointment which was made as the result of an inadequate register of eligible applicants and the existence of an imperative need to fill the vacancy. The emergency appointment period may not exceed 30 days but may be extended for one additional 30-day period upon approval of the Director of the Higher Education Personnel Board. The emergency appointment does not constitute a part of the probationary period.		7117e
	6 — "Temporary" - The employee is temporarily filling a position held by another classified employee on leave of absence.		7117f
Type of Station	For general classrooms and class labs (Room uses: 110 and 210) describes the preponderant type of station. Categories:	3	3119
	Type of Station		
	Tablet-arm chair (movable)		3119a
	Tablet-arm chair (fixed)		3119b
	Tables and chairs		3119c
	Seminar table and chairs		3119d
	Auditorium seating		3119e
	Carrels		3119f
	Drafting tables		3119g
	Art studio or group music room		3119h
	All other, such as science lab, vocational lab, and shop.		3119i

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Unassigned Facilities	See "Organizational Unit."	3,8	3112 8112
Unclassified Facilities	See "Room Use."	3	3117
Union Status	Identifies the union status based on payroll deduction information: Code — Union Status "0" — None/Unknown "1" — Wash. Federation of State Employees "2" — Wash. Public Employees Association "9" — Other employee union	7	7118 7118a 7118b 7118c 7118d
Unit Cost	The original purchase price (in dollars) of a piece of equipment at the time of acquisition. Items obtained thru Federal Surplus programs, other "special deals," or outright gifts, the fair market value at the time of acquisition is entered. For leased equipment, the actual purchase price of the piece if it were purchased outright is entered. For items being reported on a quantity basis, the average original price for one item is entered. This element, combined with acquisition year and equipment type produce a computed replacement cost for all inventoried items.	8	8120
Useful Life (Years)	Derived based on equipment type. The useful life schedule was developed from the Federal Tax Guide Report based on the Asset Depreciation Range System. This system provides an estimated useful life for various commodity groups. An estimated useful life was determined for equipment items within each commodity group whereby an average useful life was calculated and applied to each type of equipment code.	8	8202

ELEMENT	DESCRIPTION		MIS FILE	DATA ELEMENT NUMBER
Vacant Positions	See "Employment Status."		7	7111e
Veteran Status	Required fall quarter only. Categories collected:		1	1110
	Code			
	Blank or "0"	Unknown/Not Reported/Not Applicable/Not a Veteran Receiving Educational Benefits.		1110a
	1	The student is a Southeast Asian veteran qualifying for the exemption from tuition and fee increases as defined under RCW 28B.15.620.		1110b
	2	The student is a veteran receiving regular governmental educational benefits. (NOTE: If a student also qualifies under code "1" above, report that student as code "1.").		1110c
		NOTE: Status 2 DOES NOT INCLUDE: Veterans not receiving educational benefits or dependents of veterans.		

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Work Schedule Plan	Indicates the work schedule of employees by 3 categories:	7	7119
	Code — Work Schedule Plan		
	1 — Regular Work Week - The regular work week for fulltime classified employees normally shall consist of five consecutive and uniformly scheduled eight-hour days in a seven-day period. A part-time schedule is any deviation from the full-time schedule to a schedule of twenty or more, but less than forty hours in seven consecutive days.		7119a
	2 — Alternate Work Week - Operational necessity or employee convenience may require positions and/or classes that are normally assigned a regular work week, to work an alternate forty-hour work week schedule other than five uniform and consecutive eight-hour work days in a seven-day period.		7119b
	EXAMPLES: Four days of ten hours each Four days of nine hours and one day of four hours		7119c
	3 — Irregular Work Week - The irregular work week group includes those classes and/or positions in which the conditions of work preclude adherence to a regular or alternate work week schedule. Positions in this group must also meet the requirements of executive, administrative or professional exemption definitions of the Federal Fair Labor Standards Act. Work schedules of this group are not restricted to forty hours a week, but shall meet the intent of WAC 251-22-010.		7119c
Wood - Frame	See "Construction Type."	3	3107e
Wood - Masonry	See "Construction Type."	3	3107b

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Year Constructed	The year (two integers) in which the basic portion of a building was built and ready for occupancy.	3	3120

ELEMENT	DESCRIPTION	MIS FILE	DATA ELEMENT NUMBER
Zip Code	For all course sections that are not in on-campus facilities (i.e., off-campus, mixed location, and other), the last three digits of the zip code for the extension location is entered in the building number field. This element is required Fall Quarter only.	2	2112

Common to All Systems

0101 Action Code

- 0101a New
- 0101b Update
- 0101c Delete

0102 Community College Number

0103 Ethnic Background

- 0103a Blank/Unknown/Not Reported/"0"
- 0103b Asian American
- 0103c Black American
- 0103d American Indian
- 0103e Chicano/Mexican American
- 0103f Other Spanish
- 0103g White American
- 0103h Foreign Student
- 0103i Other

0104 Quarter Code

- 0104a Summer
- 0104b Fall
- 0104c Winter
- 0104d Spring

MIS-1 Student Enrollment File

1101 Birth Year

1102 County of High School

1103 Enrollment Category

- 1103a General Studies (Degree or Certificate)
- 1103b Transfer
- 1103c Adult Basic Education
- 1103d High School Diploma/GED Certificate
- 1103e Developmental
- 1103f Occupational Preparatory - Accepted
- 1103g Occupational Preparatory - Applicant
- 1103h Occupational Apprentice
- 1103j Occupational Supplemental
- 1103k Occupational - Useful Home and Family Life
- 1103l General Studies (Non-Degree/Non-Certificate)
- 1103m Community Service
- 1103n Undecided
- 1103o None of the Above
- 1103p No Information

1104 Enrollment Category Qualifier

1105 Former Institution

1106 Residency Classification

- 1106a Resident
- 1106b Non-Resident
- 1106c Senior Citizen
- 1106d Community Service

1107 Source

- 1107a Returning
- 1107b Transfer-In
- 1107c High School

1108 Student Identification Number

1109 Student Level

1110 Veteran Status

- 1110a Unknown/Not Reported/Not Applicable/Not Receiving Benefits

MIS-1 Student Enrollment File

1110 Veteran Status (continued)

- 1110b Southeast Asia Veteran
- 1110c Receiving Regular Governmental Educational Benefits

1116 Sex

1201 Age

1202 Average Age

1203 Average Age/FTE

MIS-2 Course Effort File

2101 Institutional Intent

- 2101a Academic Transfer
- 2101b Academic Basic Education
- 2101c Academic General Education
- 2101d Occupational Preparatory
- 2101e Occupational Supplementary
- 2101f Non-Wage Earning Occupational
- 2101g Community Service Avocational

2102 Administrative Unit

2103 Associated Line Number

2104 Contact Hours

- 2104a Lecture
- 2104b Laboratory
- 2104c Clinical
- 2104d Other
- 2104e Systems Approach

2105 Course Type

- 2105a Continuous
- 2105b Sequential

2106 Course Number

2107 Course Section Identification Number

2108 Credit Hours

2109 Day of Week Section Offered

2110 Department/Division Abbreviation

2111 Employment Status

- 2111a Full-Time
- 2111b Moonlight
- 2111c Part-Time
- 2111d Paraprofessional
- 2111e Contracted
- 2111f Contributed Effort (Volunteer)

2112 Full-Time Equivalent Faculty

MIS-2 Course Effort File

2113 Funding Code

- 2113a MDTA/CETA
- 2113b ABE
- 2113c Other Federal (including PREP)
- 2113d Contract Funds
- 2113e Other

2114 Half-Hour Increments Classes Meet Each Day

2115 Multiple Section Status Identifier

- 2115a Yes
- 2115b No

2116 Room Number

2117 Section Number

2118 Team Teaching Identifier

2119 Time/Location Codes

- 2119a On-Campus Day Classes
- 2119b On-Campus Evening Classes
- 2119c Off-Campus Day Classes
- 2119d Off-Campus Evening Classes
- 2119e Mixed-Location Day Classes
- 2119f Mixed-Location Evening Classes
- 2119g Other Day Classes
- 2119h Other Evening Classes
- 2119i Satellite-Location Day Classes

2120 Time Section Starts

2121 Transcript Credit

2122 Zip Code

2201 Chart of Account Groupings

2202 Credit Equivalents

2203 Enrollment

2204 Full-Time-Equivalent Faculty (FTEF)

2205 Full-Time-Equivalent Students (FTE)

2206 HEGIS Code

MIS-3 Facility Inventory File

3101 Air Conditioning

3102 Building Condition

- 3102a Satisfactory
- 3102b Remodeling A
- 3102c Remodeling B
- 3102d Remodeling C
- 3102e Demolition
- 3102f Termination

3103 Building Location

- 3103a On-Campus
- 3103b Off-Campus

3104 Building Name

3105 Building Number

3106 Capital Investment

3107 Construction Type

- 3107a Masonry, with or without steel reinforcing
- 3107b Wood - Masonry
- 3107c Wood - Frame
- 3107d Greenhouse
- 3107e Wood- Frame
- 3107f Metal - Frame
- 3107g Floating

3108 Gross Square Feet

3109 Local Data

3110 Net Square Feet

3111 Number of Stations

3112 Organization Unit

3113 Ownership Status

- 3113a Owned by College or Being Amortized
- 3113b Leased
- 3113c Lease-Purchase Agreement

MIS-3 Facility Inventory File

3113 Ownership Status (continued)

- 3113d Owned by the Federal Government
- 3113e Owned by Other Than State or Federal Government, but Made Available at No Cost
- 3113f Owned under College's Auxiliary Services
- 3113g Owned by College's Business Enterprise
- 3113h Owned by Associated Student Body
- 3113i Other

3114 Quarter/Year Occupied

3115 Rated Capacity

3116 Room Number

3117 Room Use

3118 Subject Field

3119 Type of Station

- 3119a Tablet-Arm Chair (Movable)
- 3119b Tablet-Arm Chair (Fixed)
- 3119c Tables and Chairs
- 3119d Seminar Table and Chairs
- 3119e Auditorium Seating
- 3119f Carrels
- 3119g Drafting Tables
- 3119h Art Studio or Group Music Room
- 3119i All Other (such as science lab, vocational lab, and shop)

3120 Year Constructed

MIS-6 Professional Personnel File

6101 Administrative Function Code

6102 Administrative Responsibility Compensation

6103 Bargaining Unit

6104 Base Salary

6105 Contract Days

6106 District Entry Date

6107 Handicapped Status

- 6107a Unknown
- 6107b Yes
- 6107c No

6108 Instructor Identification Number

6109 Name

6110 Program Activity Code

6111 Employment Status

- 6111a Full-Time Contracted
- 6111b Employee on Sabbatical
- 6111c Part-Time
- 6111d Paraprofessional Contracted
- 6111e Employee on Sick Leave

6112 Regular Assignment

6113 Retirement Program

6114 Salary Rate

6115 Tenure Status

- 6115a Non-Tenured, Non-Tenurable Position
- 6115b Tenured, Non-Tenurable Position
- 6115c Probationary Employee, Tenurable Position
- 6115d Tenured, Tenurable Position

6201 Average Salary/FTE

MIS-7 Classified Personnel File

7101 Educational Level

- 7101a Not Reported
- 7101b Below High School
- 7101c High School (Diploma or GED Certificate)
- 7101d Proprietary School (Business or Private School; not a Four-Year Institution)
- 7101e Vocational-Technical Institute
- 7101f Journeyman
- 7101g Two Years College
- 7101h Bachelor's Degree
- 7101i Master's Degree and Above

7102 Increment Date

7103 Job Classification Code

7104 Name

7105 Overtime Coverage

7106 Present Job Classification Code

7108 Salary Differential

7109 Salary Range

7110 Program Activity Code

7111 Employment Status

- 7111a Full-Time, 11/12 Month
- 7111b Full-Time, 9/10 Month
- 7111c Part-Time, 11/12 Month
- 7111d Part-time, 9/10 Month
- 7111e Vacant Position
- 7111f Employee on Sick Leave

7112 Regular Assignment

7113 Retirement Program

7114 Salary Rate

7115 Salary Step

7116 Sex

MIS-7 Classified Personnel File

7117 Type of Appointment

- 7117a Permanent
- 7117b Probationary
- 7117c Trial Service
- 7117d Provisional
- 7117e Emergency
- 7117f Temporary

7118 Union Status

- 7118a None/Unknown
- 7118b Washington Federation of State Employees
- 7118c Washington Public Employees Association
- 7118d Other Employee Union

7119 Work Schedule Plan

- 7119a Regular Work Week
- 7119b Alternate Work Week
- 7119c Irregular Work Week

7201 Average Salary/FTE

7202 Job Category

- 7202a Executive/Administrative/Managerial
- 7202b Faculty
- 7202c Professional Non-Faculty
- 7202d Secretarial/Clerical
- 7202e Technical/Paraprofessional
- 7202f Skilled Crafts
- 7202g Service/Maintenance

MIS-8 Equipment Inventory File

8101 Acquisition Date

8102 Annual Lease Cost

8103 Disposed Date

8104 Disposed Status

- 8104a Released (Sale or Exchange)
- 8104b Lost
- 8104c Stolen
- 8104d Consumed
- 8104e Other

8105 Equipment Type

- 8105a Office - Classroom Furnishing
- 8105b Office Machines
- 8105c Transportation
- 8105d Maintenance - Custodial
- 8105e Audio-Visual
- 8105f Industrial
- 8105g Data Processing
- 8105h Scientific
- 8105i Musical Instruments
- 8105j Athletic Equipment
- 8105k Other

8106 G.A. Authority Number

8107 Grant/Contract Number

8108 Local Data

8109 Model/Serial Number

8110 Ownership Status

- 8110a Owned by College or Being Amortized
- 8110b Leased
- 8110c Lease-Purchase Arrangement
- 8110d Owned by Federal Government
- 8110e Owned by other than State or Federal Government, but Made Available at No Cost
- 8110f Owned under College's Auxiliary Services
- 8110g Owned by College's Business Enterprise
- 8110h Owned by Associated Student Body
- 8110i Other

MIS-8 Equipment Inventory File

8111	Purchase Order Number
8112	Organizational Unit
8113	State Tag Number
8114	Transaction Month
8116	Room Number
8118	Subject Field
8119	Quantity
8120	Unit Cost
8121	Department/Division Abbreviation
8201	Replacement Cost
8202	Useful Life

APPENDIX A

PROGRAM CLASSIFICATION STRUCTURE

APPENDIX A

PROGRAM/ACTIVITY STRUCTURE

PROGRAM	ELEMENT	DESCRIPTION
STATE-SUPPORTED		
01 INSTRUCTION	011 Instruction, Direct	Effort expended for direct instruction and related activities. Excludes "community service instruction" (see Element 014).
	012 Instruction, Supervision	Effort expended to supervise instructional activities. Excludes the dean of instruction, director of continuing education and director of vocational education.
	013 Instruction, Research and Development	Effort (release time) expended for curriculum development.
	014 Community Education	Effort expended for direct instruction on courses classified as "community service" (institutional intent = 31).
02 RESEARCH	023 Individual or Project Research	Includes research activities which are normally managed within academic departments and which are undertaken with separately budgeted funds or a specific allocation of institutional resources. This would include those departmental research expenditures for research activities resulting from a grant, contract or specific allocation of institutional funds (separately funded).
03 PUBLIC SERVICE	031 Community Service	Includes those activities carried out to provide general community services, excluding instructional activities. Community service is concerned with making available to the public various resources and unique capabilities that exist within the institution. Examples of such activities include conferences and institutes, general advisory services and reference bureaus, radio and television, consultation and other similar activities.
04 PRIMARY SUPPORT SERVICES	041 Academic Computing Services	Includes activities relating to the planning, development, operation and management of automated data processing systems and installations to support instructional, research and public service programs. Administrative data processing is excluded from this category and is included as part of the "general support services" category. Academic computing services for the community colleges have been defined as separately budgeted activities which support the instructional process. This element does not include expenditures incurred in vocational instructional programs involving the training of data processing technologists such as programmers, keypunch operators or computer operators.
	042 Ancillary Support Services	Includes activities that provide support services to the three primary programs. Ancillary support service costs represent expenditures incurred in the production of products or services associated with instructional programs. Corresponding revenues result from the sale of these products to the community (e.g., Printing Labs, Child Care Labs, Dental Clinics, Auto Mechanic Labs, Food Preparation Labs).
	043 Academic Administration	Includes activities that provide administrative support and management direction for instructional programs. This category is intended to identify separately the expenditures for the management function in the instruction, research and public service areas, but does not include those of the departmental chairperson. Included in this element are the costs incurred in the offices of directors of continuing education and vocational education programs, if they do not report directly to the president.
05 LIBRARIES	051 Learning Resources	Includes activities which directly support the operation of a catalogued or otherwise classified collection of published materials and involve the provision of audio and/or visual materials or media services.

PROGRAM	ELEMENT	DESCRIPTION
06 STUDENT SERVICES		
	061 Basic Student Services	Includes student activities outside the context of the formal instructional programs and basic to the student's emotional, intellectual and physical well-being; e.g., Academic Probation Review Officer Admissions Office American College Testing Programs Career Counseling Career Days Certificates/Diplomas College Placement Services Counseling Centers/Groups/Workshops Dean of Men/Women Dean of Students Director of Student Services Financial Aid Counseling/Seminars Financial Aid Loan/Grant Administration Health Services Measurement and Testing Centers National Testing Programs Parent Confidential Statement Photo/ID Cards Placement Office Scholarship Administration Student Employment Student Health Center Pharmacy Student Records Testing Service Transfer Credit Evaluation Transcripts Veterans Office (not to include VCIP funds) Work-Study Administration
	062 Educational Opportunities Program	Includes student activities that provide special services and educational opportunities to minority and disadvantaged students (e.g. Coordination of Deaf Programs, Disadvantaged Student's Office, Minority Affairs Office, Physically Handicapped Student's Office, Tutoring).
	063 Other Special Programs and Services	Includes special student programs and services that are not appropriately classified within the previous two categories (e.g., Foreign Student's Office, International Services).
08 INSTITUTIONAL SUPPORT	081 Institutional Management	Includes all top-level administrative policy-making and management control activities. In addition, it includes the instruction-related positions of dean of instruction, director of continuing education, director of vocational education if they report directly to the president; e.g., Academic Senate Accreditation Fees Analytical Studies Analytical Studies Office Board of Trustees Business Officer (Manager) Executive Dues Executive Special Committees Executive Special Projects General Legal Counsel Institutional Membership Institutional Research Legislation Liaison Long-Range Planning Planning and Development Planning Office President Vice-President/Provost
	082 Fiscal Operations	Includes activities inherent in financial operations, including the development of proposed expenditures and funds, and the recording and summarizing of financial data for statements and reports; e.g.,

PROGRAM	ELEMENT	DESCRIPTION
08 INSTITUTIONAL SUPPORT (continued)	082 Fiscal Operations (continued)	Accounting Auditing Bad Debt Write-Off Bond Claims Budgeting Bursar Business Office Supplies Cashier Comptroller Contracts Debt Collection Endowment Management Financial Reporting Grants Accounting Investments Payroll Office Treasurer
	083 General Support Services	Includes those activities that provide central administrative support to the internal operations of the institutions; e.g., Administrative Data Processing (FIS-SIS-Payroll and Vendor Payment System) Affirmative Action Office Equal Opportunity Office General Liability Insurance Insurance (includes all institutional insurance except vehicular insurance and insurance costs related to business enterprise) Labor Relations Office Ombudsman Personnel Administration Personnel Director Personnel Records Property Insurance Records Management Office Retirement and Insurance Office Room Scheduling Space Management
	084 Logistical Services	Includes all activities that provide procurement services and the orderly movement and control of materials for institutional operations; e.g., Advertising Automobiles Buses Campus Mail Campus Transportation Duplicating Services (Copy Center) Freight Inventory Control Mail Service and Postage Motor Pool Printing Service Purchasing Receiving Shipping Storage Switchboard Operations Telephone Services (less recharge to Business Enterprise) Trucks Warehouse
	085 Community Relations and Development	Includes activities established to develop and maintain good will relationships with the general public, alumni, or other constituents and to conduct activities related to development and fund raising; e.g., Alumni Records and Activities Commencements/Graduation Development Funds Fund Raising News Services Parent Activities Public Information Services Catalogs

PROGRAM	ELEMENT	DESCRIPTION
09 PLANT OPERATION AND MAINTENANCE	091 Utilities and Other Fixed Costs	Includes activities generally classified as fixed costs; e.g., Facility Rentals, Leases Fuel (oil, gas, coal, etc.) Electrical Plant Electricity Heating Plant Power Plant Sewage Costs Utility Distribution Costs (e.g., steam-line maintenance) Water Water Treatment Plant
	092 Maintenance and Janitorial Services	Includes activities relating to the maintenance and operation of institutional facilities and grounds; e.g., Air-Conditioning Equipment Maintenance Building Maintenance Building Services Campus Architect Construction Inspections Custodial Services Facility Maintenance Grounds Maintenance Janitors Landscape Architects Machine Shop Maintenance Shop Paint Shop Remodeling and Alterations Repairs
	093 Operations and Maintenance Support	Includes management and support activities relating to the operation and maintenance of institutional facilities; e.g., Administration of Plant Campus Security Fire Protection Garbage Collection/Disposal Police Safety Watchman
10 SPONSORED RESEARCH AND PROGRAMS	111 Instruction, Direct 112 Instruction, Supervision 113 Instruction, Research and Development 114 Community Education 123 Individual or Project Research 125 Working Capital 126 Auxiliary and Business Enterprises 131 Community Service (as identified in Program 03, Element 031) 141 Academic Computing Services 142 Ancillary Support Services 143 Academic Administration 151 Learning Resources 161 Basic Student Services 162 Educational Opportunities Program 163 Other Special Programs and Services 181 Institutional Management 182 Fiscal Operations 183 General Support Services 184 Logistical Services 185 Community Relations and Development 191 Utilities and Other Fixed Costs 192 Maintenance and Janitorial Services 193 Operations and Maintenance Support	Consists of all research and program activities performed in accordance with the conditions of a specific grant or contract of entities external to the institution. All Fund 145 expenditures should be reported in this program, except for federal vocational funds (see page 9). In order to provide cost study data, it will be necessary to report expenditures to the applicable element code. For example, a grant to be used for counseling disadvantaged students must have an identifier other than Program 10 to associate these costs with the benefiting element--in this instance, Element 062, Educational Opportunities Program. In order to accommodate this, expenditures of this nature will be coded by incorporating the last two digits by using element classification into the Sponsored Research Program. Thus, in the example cited above, the expenditures would be coded 162.

PROGRAM	ELEMENT	DESCRIPTION
VO FEDERAL VOCATIONAL FUNDS	V11 Instruction, Direct V12 Instruction, Supervision V13 Instruction, Research and Development V23 Individual or Project Research V31 Community Service (as identified in Program 03, Element 031) V41 Academic Computing Services V42 Ancillary Support Services V43 Academic Administration V51 Learning Resources V61 Basic Student Services V62 Educational Opportunities Program V63 Other Special Programs and Services V81 Institutional Management	Consists of federal vocational funded activities supported by PL 90-576 or PL 94-482 performed in accordance to the conditions of a specific allocation, grant or contract. That portion of Fund 145 expenditures supported through federal vocational acts PL 90-576 and PL 94-482 should be reported in this program. Federal vocational funds must be used to supplement activities and in no case used to supplant state and local funding sources.
21 CAPITAL IMPROVEMENTS (900 series is optional)	210 Capital Improvements	Program designation for capital improvements. For use with the Seattle version of the FIS.
25 SERVICE OPERATIONS	251 Motor Pool 252 Parking	This program includes all entities established to render services or supply materials to other organizational units of the institution on a self-supporting basis.
	253 Computer Services	Includes all data processing costs except those specifically related to the instruction program, such as salaries and fringe benefits of data processing instructors. All charges accumulated in this program will be recharged to using activities or programs.
	254 Central Stores 255 Print Shop 256 Other Service Operations	
26 AUXILIARY ENTERPRISES	261 Bookstore 262 Food Services 263 Residence 264 Student Activities 265 All Other Auxiliary Enterprises	Consists of activities that furnish a service to students, faculty or staff and that charge a fee directly to, although not necessarily equal to, the cost of the service; e.g., Cultural Groups and Activities Intramural Athletics Music Groups and Activities Recreation Center Student Centers Student Association Student Clubs Student Cooperative/Organizations Student Government Student Loans Student Magazines/Newspapers Student Yearbook Visiting Artists/Concert Series
27 STUDENT AID	271 Scholarships and Grants 272 Loans 273 Off-Campus Work Study	Consists of funds received and administered by the institution from donors and other individuals which are used for scholarships and fellowships and other grants-in-aid to students. It also includes scholarships or fellowships to faculty and staff and student and employee loan funds; e.g., Educational Opportunity Grants, Miscellaneous Scholarships, Student Loans, Bureau of Indian Affairs.

APPENDIX B

OCCUPATIONAL PREPARATORY PROGRAM INVENTORY

APPENDIX B

OCCUPATIONAL PREPARATORY PROGRAMS

ENROLLMENT CATEGORIES

O.E. CODE	SIS CODE	PROGRAM TITLE	HEGIS CODE
01.00.00		AGRICULTURE	
01.01.00	105	Agricultural Technology (Production)	5401
01.01.01	107	Livestock Management	5401
01.01.02	108	Crops Production	5401
01.01.04	106	Farm Management	5401
01.01.97	109	Farm Technology	5401
01.02.00	110	Agricultural Business.	5001
01.02.01	104	Agricultural Chemicals	5401
01.02.98	115	Animal Technology	5206
01.02.99	120	Farrier	5401
01.03.01	125	Agricultural Mechanics	5401
01.03.04	130	Irrigation Technology	5401
01.03.99	132	Agricultural Auto-Tractor Mechanics	5306
01.05.00	135	Environmental Horticulture	5401
01.05.02	140	Floriculture	5401
01.05.03	145	Greenhouse Operation & Management	5401
01.05.04	150	Landscaping	5401
01.05.05	155	Nursery Operation & Management	5401
01.05.06	160	Turf Management	5401
01.06.00	165	Natural Resources	5403
01.06.02	170	Recreation Technology	5506
01.06.03	171	Soils Technology	5401
01.06.98	175	Park Ranger	5506
01.06.99	180	Aquatic Specialist	5506
01.06.04	185	Fisheries and Game Management	5403
01.06.05	190	Water Resources	5408
01.06.06	193	Air Pollution Technology	5408
01.07.00	195	Industrial Forestry (Forest Harvesting)	5403
04.00.00		DISTRIBUTIVE EDUCATION & MID-MANAGEMENT	
04.01.00	205	Display Designing	5004
04.02.00	210	Fashion Merchandising	5004
04.03.00	215	Parts Merchandising	5306
04.04.00	220	Financial Management	5003
04.06.00	230	Cashier/Checker	5004
04.06.98	235	Supermarket Management	5001
04.07.00	240	Club & Tavern Management	5010
04.08.00	245	Marketing & Sales (Mid-Management)	5004
04.08.00	246	Proficiency Cert. in Mid-Management	5004
04.08.01	250	General Supervision	5001
04.08.02	251	Retail Merchandising	5004
04.08.03	252	Salesmanship	5004
04.08.05	254	Business Management	5001
04.09.00	253	Forest Products Distribution	5004
04.10.00	255	Interior Merchandising	5004

O.E. CODE	SIS CODE	PROGRAM TITLE	HEGIS CODE
04.11.00	260	Hotel, Motel, Restaurant Management	5010
04.13.00	265	Insurance Management	5001
04.15.00	266	Beauty Shop Management	5006
04.16.00	270	Service Station Operation & Management	5306
04.17.00	275	Real Estate	5001
04.18.00	277	Commercial Recreation & Tourism	5506
04.18.01	279	Ski School Instruction	5506
04.18.02	281	Ski Resort Management	5506
04.18.05	283	Management for Music in Performance & Ind.	5001
04.19.00	285	Transportation	5011
04.19.01	287	Motor Freight	5011
04.19.02	289	Air Cargo	5011
04.19.03	291	Transportation Agent	5011
04.19.04	293	Aviation Business	5011
04.19.98	295	Flight Attendant	5011
04.20.00	297	Service Representative	5004
04.99.00	299	Purchasing Management	5004
07.00.00		HEALTH OCCUPATIONS	
07.01.01	305	Dental Assisting	5202
07.01.02	308	Dental Hygiene	5203
07.01.03	311	Dental Laboratory Technology	5204
07.02.00	314	Medical Laboratory Technology	5205
07.02.02	317	Histology	5205
07.02.03	320	Biological Laboratory Technology	5205
07.03.01	323	Associate Degree Nursing	5208
07.03.02	326	Practical Nursing	5209
07.03.03	329	Nurse's Aide /Nursing Assisting	5209
07.03.05	332	Surgical Technology	5211
07.03.07	339	Home Health Aide	5201
07.03.99	336	Gerontology Aide	5201
07.04.01	342	Occupational Therapy Assisting	5210
07.04.02	345	Physical Therapy Assisting	5219
07.04.03	348	Prosthetics	5219
07.04.99	351	Sports Training Assisting	5219
07.05.01	354	Radiologic Technology	5207
07.05.03	357	Nuclear Medical Technology	5207
07.06.00	360	Optometric Technology	5212
07.08.01	369	Mental Health Technology	5216
07.08.02	372	Mental Retardation Technology	5216
07.09.01	375	EKG-EEG Technology	5217
07.09.02	376	Echo-Cardiographic Technology	5217
07.09.03	378	Respiratory Therapy	5215
07.09.04	381	Medical Assisting	5201
07.09.05	384	Central Service Technology	5201
07.09.07	363	Medic I	5201
07.09.08	387	Dietetic Technology	5404
07.09.09	388	Dietetic Assisting Training	5404
07.09.10	390	Orthopaedic Physician Assisting	5201
07.09.11	392	Medical Photograph	5012
07.09.12	394	Medical Illustrating	5012
07.99.01	396	Cardio-Pulmonary Technology	5217

O.E. CODE	SIS CODE	PROGRAM TITLE	HEGIS CODE
07.99.02	398	Nursing Home Administration	5218
07.99.03	399	Pharmacy Assisting Technology	5220
		GAINFUL	
09.02.01	405	Care & Guidance of Children/Youth Program Assistant (Early Childhood Education)	5503
09.02.04	430	Home Furnishings, Equipment, and Services	5313
09.02.05	435	Institutional & Home Management & Supporting Services	5218
09.02.93	406	Early Childhood Instructional Aide	5503
09.02.94	407	Early Childhood Aide Training	5503
09.02.96	410	Guidance Assisting	5506
09.02.97	415	Alcoholism Counseling	5506
09.02.98	420	Human Service Training	5506
09.02.99	425	Social Service Training	5506
14.00.00		OFFICE OCCUPATIONS	
14.01.00	502	Business Technology	5001
14.01.01	505	Accounting	5002
14.01.02	508	Bookkeeping	5002
14.01.05	511	Teller Training	5003
14.01.99	512	Federal Tax Practices	5002
14.02.00	514	Data Processing	5101
14.02.02	517	Keypunch	5102
14.03.01	520	Duplicating Machine Operation Training	5009
14.03.03	550	General Office Clerk	5005
14.03.99	523	Micrographics	5012
14.04.06	553	Receptionist Clerk Training	5005
14.04.95	532	Ward Clerk Training	5213
14.04.96	526	Community Planning	5507
14.04.97	529	Medical Records Technology	5213
14.04.98	535	Library Technology	5504
14.04.99	538	Mass Communications	5008
14.05.04	541	Stock & Inventory Clerk	5004
14.06.00	544	Personnel & Labor Relations	5001
14.07.00	547	Secretarial Science	5005
14.07.02	565	Medical Secretary	5005
14.07.03	556	Stenographer	5005
14.07.85	562	Machine Shorthand	5005
14.07.90	563	Banking & Finance Clerk	5003
14.07.91	564	Filing, Office Machines, Operators	5005
14.07.92	567	Medical Reception	5005
14.07.93	552	Secretarial Home Arts	5005
14.07.94	566	Word Processing Secretary	5005
14.07.95	568	Insurance Secretary	5005
14.07.96	571	Real Estate Secretary	5005
14.07.97	574	Medical Transcription	5005
14.07.98	577	Legal Secretary	5005
14.07.99	580	Court Reporter	5005

O.E. CODE	SIS CODE	PROGRAM TITLE	HEGIS CODE
14.08.05	583	Business Manager	5001
14.08.99	586	Legal Assistant	5013
14.09.01	559	Clerk Typist	5005
16.00.00		TECHNICAL EDUCATION	
16.01.00	603	Engineering Technology	5301
16.01.03	606	Construction Technology	5317
16.01.05	609	Chemical Technology	5305
16.01.06	612	Civil Engineering Technology	5301
16.01.07	627	Electrical Power Technology	5310
16.01.08	630	Electronics Technology	5310
16.01.09	633	Electro-Mechanical Technology	5310
16.01.10	636	Environmental Control Technology - Commercial Refrigeration/Air Conditioning Design	5301
16.01.11	639	Industrial Technology	5312
16.01.13	642	Mechanical Engineering Technology	5301
16.01.15	645	Nuclear Technology	5316
16.01.16	648	Natural Gas & Petroleum Technology	5305
16.01.51	615	Environmental Technology	5408
16.01.52	618	Concrete Technology	5317
16.01.53	621	Traffic Engineering Technology	5301
16.01.54	624	Land Survey Technology	5301
16.01.55	625	Highway Engineering Technology	5301
16.01.94	649	Quality Control	5301
16.01.95	651	Communications Electronics	5310
16.01.96	654	Bio-Medical Equipment Maintenance & Repair	5310
16.01.97	657	Industrial Electronics	5310
16.01.98	660	Aviation Electronics	5310
16.01.99	663	Marine Technology	5406
16.02.03	666	Food Processing	5404
16.05.98	669	Executive Housekeeping Technology	5010
16.06.01	672	Commercial Pilot	5321
16.06.03	675	Forestry Technology	5403
16.06.04	680	Marine Science Technology	5406
16.06.96	679	Oceanographic Technology	5406
16.06.97	678	Marine Biology Tech.	5406
16.06.98	681	Diving	5312
16.06.99	684	Sign Language Interpreter	5503
17.00.00		TRADES & INDUSTRIAL	
17.01.00	703	Commercial Refriger. & Air Cond. Maintenance	5317
17.02.00	706	Appliance & Vending Machine Repair	5310
17.03.01	709	Auto Body Rebuilding	5322
17.03.02	712	Auto Mechanic	5306
17.03.03	713	Automotive Machinist	5315
17.03.98	714	Trailer Rebuilding & Refinishing	5322
17.03.99	715	Commercial Driver	5323
17.04.01	718	Aircraft Mechanics	5320
17.04.03	721	Air Traffic Control	5302
17.04.98	722	Aviation/Airframe Mechanic	5320
17.04.99	723	Aviation Power Plant Mechanic	5320
17.06.00	724	Office Machine Repair	5310

O.E. CODE	SIS CODE	PROGRAM TITLE	HEGIS CODE
17.07.00	727	Commercial Art	5012
17.07.01	730	Interior Decoration	5012
17.07.03	733	Package Design Technology	5012
17.08.02	736	Marine Maintenance & Repair, Power Boat Mechanics	5319
17.09.00	739	Photography	5012
17.09.01	740	Photographic Laboratory Technology	5012
17.09.98	741	Commercial Photo Technology	5012
17.09.99	742	Photo-Journalism	5012
17.10.01	745	Carpentry	5317
17.10.03	746	Heavy Equipment Operation	5323
17.10.04	754	Masonry	5317
17.10.05	757	Painting and Decorating	5317
17.10.08	760	Dry Wall Installation	5317
17.10.92	763	Fluid Power Drafting	5303
17.10.93	764	Electro-Fluid Power Specialist	5307
17.10.98	748	Marine Carpentry	5317
17.10.99	769	Industrial Maintenance Technology	5312
17.11.00	772	Custodial Services	5324
17.12.00	775	Diesel & Heavy Equipment Mechanics	5307
17.12.01	776	Materials Handling Equipment Mechanics	5307
17.13.00	778	Drafting	5303
17.13.01	779	General Design and Drafting	5303
17.13.02	781	Technical Illustration	5012
17.13.03	782	Mechanical Drafting	5303
17.13.04	783	Architectural Drafting	5303
17.14.01	784	Industrial Electricity	5310
17.15.02	787	Audio-Visual Equipment Repair	5314
17.16.01	790	Drycleaning	5313
17.17.00	791	Industrial First Aid	5601
17.19.00	793	Graphic Arts/Printing	5009
17.19.05	794	Silk Screen Technology	5012
17.19.98	796	Visual Communications	5012
17.19.99	799	Media Technology	5012
17.20.03	802	Industrial Radiology	5316
17.21.01	803	Camera Repair	5314
17.21.02	805	Instrumentation/Watch Repair	5314
17.23.02	808	Machine Shop	5315
17.23.05	811	Sheet Metal	5317
17.23.06	814	Welding	5308
17.24.00	817	Materials Testing	5301
17.26.01	820	Barbering	5006
17.26.02	823	Cosmetology	5006
17.27.00	826	Thermoplastic Welding & Bonding	5305
17.27.02	827	Plastics Technology	5305
17.28.01	829	Fire Science	5507
17.28.02	832	Administration of Justice	5505
17.28.95	833	Police Records Technology	5505
17.28.96	835	Security	5505
17.28.97	838	Corrections	5505
17.28.98	841	Law Enforcement	5505
17.28.99	844	Occupational Safety & Health Technology	5508
17.29.01	847	Baker	5404
17.29.02	850	Commercial Cooking & Food Management	5404
17.29.03	851	Meat Cutting	5404
17.29.04	853	Waiter/Waitress	5404
17.29.98	854	Buffet Cooking	5404

O.E. CODE	SIS CODE	PROGRAM TITLE	HEGIS CODE
17.29.99	855	Quantity Food Preparation/Cooking	5404
17.31.00	856	Small Engine Repair/Recreational Vehicle Maintenance	5319
17.32.01	859	Electrical Power Generation	5310
17.32.02	862	Wastewater Technology	5408
17.32.99	863	Water Treatment Technology	5408
17.33.00	864	Clothing Mgt, Production & Services	5313
17.33.01	865	Custom Apparel Design & Construction	5313
17.33.02	868	Tailoring	5313
17.33.97	870	Power Sewing Machine Operation	5313
17.33.98	869	Power Sewing Machine Repair	5313
17.33.99	871	Power Sewing	5313
17.35.00	874	Upholstering	5313
17.36.01	877	Cabinet Making and Millwork	5317
17.37.01	880	Vocational Teacher Training	5607
17.99.00	883	Musical (Band) Instrument Service & Repair	5314
17.99.01	751	Fluid Power Technology	5307
18.00.00	890	Sheltered Workshop	5605
19.00.00	895	Multi-Occupational	5312

APPRENTICE PROGRAMS & JOURNEYMAN UPGRADING

Academic Year 1977-78

16.01.08	900	Electronics Technology	5310
16.02.02	901	Dairy Technology	5401
17.01.00	902	Refrigeration	5317
17.03.01	903	Auto Body Rebuilding	5322
17.03.02	905	Auto Mechanic	5306
17.10.01	907	Carpentry	5317
17.10.04	911	Masonry (Bricklayer)	5317
17.10.05	913	Painting & Decorating	5317
17.10.06	915	Plastering	5317
17.10.07	917	Plumbing/Pipefitters	5317
17.10.08	919	Drywall Installation	5317
17.10.89	920	Pile Driver	5317
17.10.91	921	Cement Finisher	5317
17.10.92	923	Construction Trades -- Other	5317
17.10.93	925	Ironworker/Structural	5317
17.10.94	927	Boilermaker	5308
17.10.99	928	Industrial Maint. Technology (Millwright)	5312
17.12.00	930	Diesel & Heavy Equipment	5307
17.14.01	932	Industrial Electricity (Electrician)	5310
17.14.02	934	Electrician/Lineman	5310
17.19.02	939	Printing	5009
17.22.00	941	Maritime Occupations/Shipfitter	5406
17.23.01	943	Molders & Coremakers	5312
17.23.02	945	Machine Shop (Machinist)	5315
17.23.05	947	Sheet Metal	5317
17.23.06	949	Welding	5308

O.E. CODE	SIS CODE	PROGRAM TITLE	HEGIS CODE
17.23.99	950	Jewelry Worker	5314
17.29.01	951	Baker	5404
17.29.02	953	Commercial Cooking & Food Management (Cook/Chef)	5404
17.29.03	955	Meat Cutting	5404
17.32.00	959	Stationary Engineer	5310
17.32.01	961	Electrical Power Generation	5310
17.33.00	963	Textile Production & Fabrication	5313
17.35.00	965	Upholstery	5313
17.36.01	967	Cabinet Making and Millwork	5317
17.36.99	969	Pattern Makers	5313
17.99.01	970	Fluid Power Technology	5307

HOME AND FAMILY LIFE

USEFUL

09.01.01	005	Comprehensive Homemaking	5405
09.01.02	010	Child Development (Parent Ed. Programs)	5409
09.01.03	015	Clothing and Textiles	5405
09.01.04	020	Consumer Education	5405
09.01.05	025	Family Health	5405
09.01.06	030	Family Relations	5405
09.01.07	035	Foods and Nutrition	5404
09.01.08	040	Home Management	5404
09.01.09	045	Housing and Home Furnishings	5404
09.01.99	050	Homemaking, Other	5404

APPENDIX C

INSTRUCTIONAL EFFORT CODES (HEGIS)

APPENDIX C
REVISED INSTRUCTIONAL EFFORT CODES

The following HEGIS codes have been revised for the community college system and will be in effect beginning Summer Quarter 1977.

A. ACADEMIC

0100 Series: Agriculture and Natural Resources

Includes all courses in agriculture and forestry intended primarily for general education or transfer purposes. Vocational courses in these areas should be coded in the 5400 series.

0101 Agriculture General

Introduction to Agriculture, Agronomy, Animal Science, Dairy Science, Horticulture, Agricultural Economics, Agricultural Business, Food Science, Natural Resource Management

0114 Forestry

Introduction to Forestry, Forest Management, General Forestry, Forest Ecology, Forest Industry

0200 Series: Architecture and Environmental Design

This series is designed for those interested in learning about or planning professional careers in the areas of: designing buildings, parks, recreation areas, and other man-made aspects of the physio-social environment.

0201 Environmental Design, General Architecture, Interior Design, Landscape Architecture, Urban Design, Urban and Rural Planning

0400 Series: Biological Sciences

All subjects associated with the sciences of life or living matter.

0401 Biology, General

Biochemistry, Cell Biology, Radiobiology, Cytology, Biophysics, Histology, Pathology, Natural History, Man and Environment, Water Analysis, Human Ecology

0402 Botany: Plant Physiology

0407 Zoology

0410 Physiology: Anatomy

0411 Microbiology
Bacteriology

0418 Marine Biology

0420 Ecology

0422 Genetics

0500 Series: Business and Management

Includes courses related to the organization, operation, administration, and control of private and public business organizations.

0501 Business and Commerce, General

Business Law, Business Administration, Introduction to Business, Banking, Marketing, Advertising, Salesmanship, Retailing, Investment, Securities, Purchasing, Real Estate, Radio/TV/Newspaper Advertising

0502 Accounting

0600 Series: Communications

Courses related to collection, preparation, presentation, and distribution of ideas intended for popular consumption through the mass media.

0601 Communications, General: Mass Media

0602 Journalism: Newswriting, Copy Editor

0603 Radio/TV

0605 Communication Media: Photography

0700 Series: Computer and Information Sciences

Include subject areas in the understanding of data processing, design of computer programs and application of computer capabilities.

0701 Computer and Information Science
Information Systems, Introduction to Data Processing, Digital Computing

0704 Computer Programming
Systems Analysis, Fortran, RPE, Cobol, etc.

0800 Series: Education

Courses related to preparing teachers for public schools and colleges -- only where a baccalaureate degree is the goal. Also courses related to the administration of public schools and colleges.

Education courses for teacher aides or for teachers in special areas where a baccalaureate degree is not the goal should be coded in 5503 or 5607.

0801 Education, General
Include all introductory courses in public education.
Tutors, student teaching and tutoring

0900 Series: Engineering

Include courses related to the practical application of scientific knowledge to control and use the natural environment.

0901 Engineering, General
Introduction to Engineering, Civil Eng., Mech. Eng., Engineering Mechanics, Construction Eng., Transportation Eng., Plane Surveying, Dynamic Systems, Mechanics of Solids, Enrivonmental Engineering

1000 Series: Fine and Applied Arts

Courses related to the appreciation and creation of diverse modes of human expression both visual and non-visual.

1001 Fine Arts, General

1002 Art (Painting, Drawing, Sculpture, Lettering, Calligraphy, Design, Ceramics)

1003 Art History and Appreciation

1004 Music, Performance, Orchestra, Band, Composition, Theory, Harmony

1006 Music History and Appreciation

1007 Dramatic Arts

1010 Cinematography

1100 Series: Foreign Languages

Courses related to acquiring a mastery of a language other than English

1101 Foreign Language, General
Code all courses regardless of language being taught - (DO NOT code foreign culture studies here -- use 2200's.)

1200 Series: Health Professions

Include health courses related to an understanding and introduction to areas which may lead to professional careers in health occupations

1201 Health Professions, General:
Introduction to Health Professions
Introduction to Public Health
Introduction to Speech Pathology and Audiology
Introduction to Radiologic Technologies

1300 Series: Home Economics

Theory and practice of home care including science of foods, home decoration, home management and child care. This series is reserved for general education purposes where classes are for prospective teachers of home economics, or when classes to be used primarily as fulfilling general education requirements.

(This code is often confused with Code 5405, Home Economic Tech. The latter should be used generally for students taking Home Ec. courses for career purposes -- including non-gainful home and family life purposes.)

1301 Home Ec., General
Consumer Economics, Home Management

1302 Home Decoration and Home Equipment

1303 Clothing and Textiles

1305 Family Relations and Child Development

1306 Foods and Nutrition: Dietetics

1500 Series: Letters

Courses related to the appreciation and understanding of the English language and literature and the development of creative skills in using the language -

Also courses related to an understanding of value systems of various cultures -- both historical and modern

1501 English, General: English Composition, Technical Writing, Report Writing, Developmental English, Notetaking, Sentence Structure, Reading

1502 Literature, English and American, Gen. Fiction, Poetry,

1503 Comparative Literature: World Lit., Literature of any Foreign Culture

1504 Classics

1505 Linguistics

1506 Speech, Debate, Forensics, Sign Language, Lip Reading

1507 Creative Writing

1508 Teaching English as a Foreign Language (transfer level)

1509 Philosophy: include any courses in religion or religious literature

1600 Series: Library Science

Courses related to understanding the development and organization of libraries (Courses related to developing library skills should be coded in 5504.)

1601 Library Science, General

1700 Series: Mathematics

Science of numbers and space configuration and their operation, measurement, relationships and abstractions

1701 Mathematics, General
Linear Systems, Calculus, Geometry, Algebra, Trigonometry, Review Arithmetic, Introduction to Metric System, Differential Equation

1702 Statistics
(Code all statistics offered if taught for business, psychology and science)

1800 Series: Military Sciences

Include all subjects unique to the understanding or career development in one of the branches of the military

1801 Military Science, General
Introduction to Military Science

1900 Series: Physical Sciences

Courses related to the basic nature of matter and energy

1901 Physical Sciences, General
Energy in the Environment

1902 Physics, General
Eng. Physics, Eng. Mechanic, Nuclear Physics, Molecular Physics

1905 Chemistry, General
Geochemistry, Metallurgy, Physical Chemistry, Inorganic Chemistry

1907 Chemistry, Organic

1909 Chemistry, Analytic

1911 Astronomy

1913 Atmospheric Science and Meteorology

1914 Geology

1917 Earth Science and Meteorology

1919 Oceanography

2000 Series: Psychology

Courses relating to the nature, functions, and capabilities of the mind

2001 Psychology, General
Experimental Psych., Abnormal Psych., Intro. to Psych., Industrial Psych., Psychomatics, Clinical Psych.

2004 Psychology for Counseling

2005 Social Psychology: Group Behavior,

2009 Developmental Psychology
Human Growth and Development, Personal Growth,

2100 Series: Public Affairs & Services

Courses relating to developing and improving competencies in the management and operation of government agencies.

2101 Community Services, General
Public Adm., Social Work, Law Enforcement, Corrections, Parks and Recreation Management

2200 Series: Social Sciences

Courses related to all aspects of human culture -- the behavior, interaction, organization, history of mankind

2201 Social Science, General:
Individualized Activities, Leadership Development, Student Government, Society and Technology, Citizenship

2202 Anthropology

2203 Archeology

2204 Economics

2205 History

2206 Geography

2207 Political Science and Government: International Relations

2208 Sociology: Criminology, Demography, Urban Studies, Social Issues, Women's Studies, The Family, Social Change, Racial Groups in America

2211 Afro-American Studies

2212 American Indian Studies

2213 Mexican-American Studies

2216 Asian-American Studies

2217 Foreign Cultures: Asian Culture, Latin American Customs, African Culture

2400 Series: Health Education and Physical Education

Courses related to the safety and preservation of human life through knowledge and application of principles of health, physical activity and recreation

2401 Individual Activities

2402 Team Sports

2403 Dance: Code all dancing offered in curriculum

2404 Lifesaving and Water Safety

2405 First Aid and Safety, Scuba Diving,

2406 Personal Health

2407 Physical Education Professional Courses

2408 Physical Education, General

2409 Driver Education

2500 Series: Pre-College Studies

Courses designed for students who wish to complete Adult Basic Education and high school equivalency

2501 Adult Basic Education
Include all courses designed for adults to help them achieve an 8th grade equivalency, English as a Foreign Language, Education for Handicapped: Basic Survival Skills,

2510 High School Completion
Include all courses at the 9th through 12th grade level and all GED courses

2520 Developmental Education
Educationally Disadvantaged

4900 Series: Interdisciplinary Studies

Courses which combine two or more subject areas without primary concentration on any one area

4901 General Liberal Arts and Sciences

4902 Biological and Physical Science

4903 Humanities and Social Science

B. VOCATIONAL

5000 Series: Business & Commerce Tech. Includes courses associated with the development of skills required for commercial, business or secretarial occupations at the semi-professional level	Applicable OE Codes:	
5001 Business & Commerce Tech., Gen. Business Management, Insurance Management, Real Estate, Business Tech., Personnel & Labor Relations, Management for Music in Performance & Industry, Agriculture Business (Not for Farm Management--see 5401), Public Relations, Labor Studies	01.02.00	Agriculture Business
	04.06.98	Supermarket Management
	04.08.01	General Supervision
	04.13.00	Insurance Management
	04.17.00	Real Estate
	04.18.05	Management for Music in Performance & Industry
	14.01.00	Business Technology
	14.06.00	Personnel & Labor Relations
	14.08.05	Business Management
5002 Accounting Technology Accounting, Bookkeeping, Tax Acctg, Tax Practitioner	14.01.01	Accounting
	14.01.02	Bookkeeping
	14.01.99	Federal Tax Practitioner
5003 Banking & Finance Technologies Financial Management, Teller Training, all courses for the American Institute of Banking (AIB)	04.04.00	Financial Management
	14.01.05	Teller Training, all courses for Am. Institute of Banking
5004 Marketing, Distribution, Purchasing Display Designer, Fashion Merchandising, Cashier Checker, Marketing and Sales, Interior Merch., Service Representative, Purchasing Stock & Inventory Clerk, Home Furnishings--Equipment & Services, Forest Products Dist.	04.01.00	Display Designer
	04.02.00	Fashion Merchandising
	04.06.00	Cashier/Checker
	04.08.00	Marketing & Sales
	04.09.00	Forest Products Distribution
	04.10.00	Interior Merchandising
	04.20.00	Service Representative
	04.99.00	Purchasing
	14.05.04	Stock & Inventory Clerk
5005 Secretary Technology Secretarial, Gen. Office Clerk, Receptionist Clerk, Stenographer, Clerk Typist, Machine Shorthand, Medical Secretary, Insurance Secretary, Real Estate Secretary, Medical Transcriber, Legal Secretary, Court Reporter, Word Processing Tech.	14.03.03	General Office Clerk
	14.04.06	Receptionist Clerk
	14.07.00	Secretarial Science
	14.07.02	Medical Secretary
	14.07.03	Machine Shorthand
	14.07.03	Stenographer
	14.07.94	Word Processing Technology
	14.07.95	Insurance Secretary
	14.07.96	Real Estate Secretary
	14.07.97	Medical Transcriber
	14.07.98	Legal Secretary
	14.07.99	Court Reporter
	14.09.01	Clerk Typist

B. VOCATIONAL

5000 Series (Continued)	Applicable OE Codes:	
5006 Personal Service Training Barbering, Cosmetology,	17.26.01 17.26.02	Barbering Cosmetology
5008 Communication & Broadcasting Mass Communications	14.04.99	Mass Communications
5009 Printing & Lithography Graphic Arts, Duplicating Machine Operator, Printing	14.03.01 17.19.00 17.19.02	Duplicating Machine Operator Graphic Arts/Printing Printing
5010 Hotel & Restaurant Management Motel Management, Executive Housekeeping, Club & Tavern Management	04.07.00 04.11.00 16.05.98	Club & Tavern Management Hotel, Motel, & Restaurant Management Executive Housekeeping
5011 Transportation & Public Utilities Transportation (Motor Freight, Air Cargo, Transportation Agent, Aviation Business, Flight Attendant)	04.19.00 04.19.01 04.19.02 04.19.03 04.19.04 04.19.98	Transportation Motor Freight Air Cargo Transportation Agent Aviation Business Flight Attendant
5012 Applied Arts Photographic Tech., Fine Arts Tech., Micrographics, Medical Illustrator, Medical Photographer, Interior Decoration, Package Design Tech., Commercial Art, Photo-Journalism, Visual Communications, Medical Tech., Technical Illustration	14.03.99 17.07.00 17.07.01 17.07.03 17.09.00 07.09.11 07.09.12 17.09.99 17.13.02 17.19.98 17.19.99 17.19.05	Micrographics Commercial Art Interior Decoration Package Design Technology Photographic Technology Medical Photographer Medical Illustrator Photo-Journalism Technical Illustration Visual Communications Media Technology Silk Screen Technology
5013 Legal Assistant Technology Legal Assistant	14.08.99	Legal Assistant

5100 SERIES: Data Processing Technologies
Include all courses associated with the development of skills required for data processing related occupations at the semi-professional level.

5101 Data Processing Technology Code only courses which are part of a vocational program in data processing or support courses for other vocational programs -- general introductory courses not vocational should be coded in 0701., Computer Programmer, Computer Operator,	14.02.00	Data Processing, General
5102 Keypunch Operator	14.02.02	Keypunch Operator

B. VOCATIONAL

5200 Series: Health Services and Paramedical Technologies: Include all courses associated with the development of skills required for health service related occupations at the semi-professional level.	Applicable OE Codes:	
5201 Health Services Technology Paramedic Tech., Ambulance Driver, E.M.T. Courses, Medical, Gerontology Aide, Home Health Aide, Medical Assistant, Central Service Tech., Orthopaedic Physician Asst., Occupational Safety & Health Technician.	07.03.07 07.03.99 07.09.04 07.09.05 07.09.07 07.09.10	Home Health Aide Gerontology Aide Medical Assistant Central Service Technology Medic I Orthopaedic Physician Assistant
5202 Dental Assisting Technology	07.01.01	Dental Assisting Technology
5203 Dental Hygienist Technology	07.01.02	Dental Hygiene Technology
5204 Dental Laboratory Technology	07.01.03	Dental Laboratory Technology
5205 Medical Biological Laboratory Technology Medical Lab Tech., Histology, Biological Lab. Tech.	07.02.00 07.02.02 07.02.03	Medical Laboratory Technology Histology Biological Laboratory Tech.
5206 Animal Laboratory Assistant Technology Veterinarian Technology	01.02.98	Animal Technology
5207 Radiologic Technology Radiologic Technology, Nuclear Medical Tech.,	07.05.01 07.05.03	Radiologic Technology Nuclear Medical Technology
5208 Registered Nurse, Nursing	07.03.01	Registered Nursing
5209 Nursing, Practical Nursing, Nurses Aide,	07.03.02 07.03.03	Practical Nursing Nurse's Aide
5210 Occupational Therapy Technology	07.04.01	Occupational Therapy Assistant
5211 Surgical Technology	07.03.05	Surgical Technology
5212 Optical Technology Ocular Care, Ophthalmic Tech., Optometric Tech., Visual Training	07.06.00	Optometric Technology
5213 Medical Records Medical Records Clerk, Ward Clerk	14.04.95 14.04.97	Ward Clerk Medical Records Clerk
5215 Inhalation Therapy Technology Respiratory Therapy	07.09.03	Respiratory Therapy
5216 Psychiatric, Mental Health Tech. Mental Health Tech., Mental Retardation Tech.	07.08.01 07.08.02	Mental Health Technology Mental Retardation Technology

B. VOCATIONAL

5200 Series (Continued)	Applicable OE Codes	
5217 Electro-Diagnostic Technologies EKG-EEG Tech., Cardio-Pulmonary Tech	07.09.01 07.99.01 07.01.02	EKG-EEG Technology Cardio-Pulmonary Technology Echo-Cardiographic Technology
5218 Institutional Management Nursing Home Administration & Management, Institutional & Home Management & Supporting Services	07.99.02 09.02.05	Nursing Home Administration Institutional & Home Management & Supporting Services
5219 Physical Therapy Physical Therapy Assistant, Prosthetics, Sports Training Asst.,	07.04.02 07.04.03 07.04.99	Physical Therapy Assistant Prosthetics Sports Training Assistant
5220 Pharmacy Technology Pharmacy Tech., all supplementary Pharmacy courses	07.99.03	Pharmacy Technology, all supplementary Pharmacy courses

5300 Series: Mechanical and Engineering Technologies

Include all courses associated with the development of skills required for mechanical and engineering related occupations at the semi-professional level.

5301 Engineering Technology, General	16.01.00 16.01.06 16.01.10 16.01.13 16.01.53 16.01.54 16.01.94 17.24.00	Engineering Technology Civil Engineering Environmental Control Tech. Mechanical Engineering Traffic Engineering Land Survey Technology Quality Control Materials Testing Technology
5302 Aeronautical and Aviation ONLY Air Traffic Control	17.04.03	Air Traffic Control (ONLY)
5303 Engineering Graphics Architectural Drafting, Drafting, Technical Drawing	17.13.00 17.10.92	Drafting Fluid Power Drafting
5305 Chemical Technology Chemical Tech., Natural Gas & Petroleum Tech., Thermo-Plastic Welding and Bonding	16.01.05 16.01.16 17.27.00	Chemical Technology Natural Gas & Petroleum Tech. Thermo-Plastic Welding & Bonding
5306 Automotive Technology Automotive Mechanics, Parts Merchandising, Service Station Operator	04.03.00 04.16.00 17.03.02	Parts Merchandising Service Station Operator Automotive Mechanics (DO NOT USE FOR BODY AND FENDER TECH. OR COMMERCIAL DRIVING)

B. VOCATIONAL

5300 Series (Continued)	Applicable OE Codes.	
5307 Diesel Technology Farm Machinery Repair, Fluid Power Tech., Diesel & Heavy Equipment, Agriculture Mechanics	17.99.01 17.12.00	Fluid Power Technology Diesel & Heavy Equipment
5308 Welding Technology (Do NOT include Thermo-Plastic Welding -- see 5305)	17.10.94 17.23.06	Boilermaker Welding
5310 Electronics & Machine Technology Electrical Power Tech., Electronics Tech., Electro-mechanical Tech., Commercial Electricity, Industrial Electricity, Aviation Electronics, Appliance & Vending Machine Repair, Office Machine Repair, TV Repair, Biomedical Equipment Repair, Communications Tech., Electric Power Generation, Electrician	16.01.07 16.01.08 16.01.09 16.01.95 16.01.96 16.01.97 16.01.98 17.02.00 17.06.00 17.14.01 17.14.02 17.32.00 17.32.01	Electrical Power Technology Electonics Technology Electro-Mechanical Technology Communications Technology Biomedical Equipment Repair Industrial Electronics Aviation Electronics Appliance & Vending Machine Repair Office Machine Repair Industrial Electricity Electrician/Lineman Stationary Engineer Electric Power Generation
5312 Industrial Technologies Diving, Marine Industrial Tech., Industrial Tech., Industrial Maintenance, Millwright, Navig.	16.01.11 16.06.98 17.10.99 17.23.01 19.00.00	Industrial Technology Diving Industrial Maintenance (Millwright) Molders & Coremakers Multi-Occupational Prep. Trng.
5313 Textile Technology Home Furnishings & Services, Custom Apparel Design & Construction, Tailoring, Fashion Design, Upholstering, Clothing Management--Production & Services, Dry Cleaning (For Gainful Careers -- not for Non-Gainful Homemaking)	09.02.04 17.16.01 17.33.00 17.33.01 17.33.02 17.33.99 17.35.00	Home Furnishings--Equipment & Services Drycleaning Clothing Management--Producing & Services Custom Apparel Design & Construction Tailoring Power Sewing Upholstering
5314 Instrumentation Technology Musical Instrument Repair, Watch Repair, Camera & Photo Repair, Instrumentation, AV Equipment Repair	17.21.01 17.21.02 17.15.02 17.99.00 17.23.99	Camera Repair Watch Repair Audio-Visual Equipment Repair Musical Instrument Repair Jewelry Worker
5315 Machinist Technology Machinist Tech (code Mechanical Tech is 5301), Autom. Machinist	17.03.03 17.23.02 17.36.99	Automotive Machinist Machine Shop Pattern Makers
5316 Nuclear Technology Industrial Radiology Tech., Nuclear Rech.	16.01.15 17.20.03	Nuclear Technology Industrial Radiology Technology

B. VOCATIONAL

5300 Series (Continued)

5317 Construction & Building Technologies Carpentry, Plumbing, Refrigeration, Sheetmetal, Cement Finishing, Millwork, Concrete Tech., Painting & Decorating, Drywall Installation, Masonry, Pipefitter, Ironworker, Boilermaker, Patternmaker, Shipfitter, Construction Tech., Cabinetmaking & Millwork, Marine Carpentry	16.01.03	Construction Technology
	16.01.52	Concrete Technology
	17.01.00	Commercial Refrigeration & Air Conditioning Maintenance
	17.10.01	Carpentry
	17.10.04	Masonry
	17.10.05	Painting & Decorating
	17.10.06	Plastering
	17.10.07	Plumbing/Pipefitter
	17.10.08	Drywall Installation
	17.10.89	Pile Driver
	17.10.91	Cement Finishing
	17.10.92	Construction Trades
	17.10.93	Ironworker
	17.10.98	Marine Carpentry
	17.23.05	Sheet Metal
	17.36.01	Cabinet Making & Millwork
5319 Recreation Equipment Technology Boat Maintenance, Marine Engine Maintenance, Snowmobile Tech., Small Engine Repair, Power Boat Mech.	17.08.02	Power Boat Mechanic/Marine Maint
	17.31.00	Engine Repair/Recreational Vehicle Maintenance
5320 Aircraft Mechanic	17.04.01	Aircraft Mechanics
5321 Aircraft Pilot Commercial Aircraft Pilot	16.06.01	Commercial Aircraft Pilot
5322 Auto Body Technology Auto Body Repair, Mobile Home Repair. Include other repair technologies where similar equipment and supplies are used	17.03.01	Auto Body Rebuilding
	17.03.98	Trailer Rebuilding & Refinishing
5323 Commercial Driving Truck Driving, Fork Lift Operation, Commercial Driving	17.03.99	Commercial Driver
	17.10.03	Operating Engineer
5324 Custodial Training Custodial or Janitor Tech., Commercial Housekeeping	17.11.00	Custodial or Janitor Technology

B. VOCATIONAL

5400 Series: Natural Science Technologies Includes all courses associated with the development of skills required for natural science related occupations at the semi-professional level	Applicable OE Codes:	
5401 Natural Science Tech., General Farm Management, Agriculture Tech. (Production), Farrier, Irrigation Tech., Environmental Horticulture, Ornamental Horticulture, Floriculture, Greenhouse Operation & Management, Landscaping, Nursery Operation & Management, Turf Management	01.01.00	Agriculture Tech. (Production)
	01.01.01	Livestock Management
	01.02.99	Farrier
	01.03.01	Agricultural Mechanics
	01.03.04	Irrigation Technology
	01.05.00	Environmental Horticulture
	01.05.02	Floriculture
	01.05.03	Greenhouse Operation & Management
	01.05.04	Landscaping
	01.05.05	Nursery Operation & Management
	01.05.06	Turf Management
	16.02.02	Dairy Technology
5403 Forest and Wildlife Natural Resources Tech., Fisheries & Game Management, Forestry Tech.	01.06.00	Natural Resources Technology
	01.06.04	Fisheries & Game Management
	01.07.00	Industrial Forestry
	16.06.03	Forestry Technology
5404 Food Service Technology Cooking, Baking, Waiter, Waitress, Dietetics, Food Processing Tech.	07.09.08	Dietetics
	09.01.07	Foods & Nutrition
	09.01.08	Home Management
	09.01.09	Housing & Home Furnishings
	09.01.99	Homemaking, Other
	16.02.03	Food Processing Technology
	17.29.01	Baking
	17.29.02	Commercial Cooking & Food Management
	17.29.03	Meat Cutting
	17.29.04	Waiter/Waitress
5405 Home Economics Technology Include all courses with code 23 (non-gainful home & family life); (Parent Education in 5409) except	09.01.01	Comprehensive Homemaking
	09.01.03	Clothing & Textiles
	09.01.04	Consumer Education
	09.01.05	Family Health
	09.01.06	Family Relations
5406 Marine & Ocean Technology Oceanographic/Biology Tech., Marine Tech.,	16.01.99	Marine Technology
	16.06.04	Oceanographic/Biology/Technology
	17.22.00	Maritime Occupations/Shipfitter
5408 Sanitation & Public Health Water Technology, Wastewater Tech., Environmental Tech.	01.06.05	Water Resources
	01.06.06	Air Pollution Technology
	17.32.02	Wastewater Technology
5409 Parent Education Programs	09.01.02	Child Development

B. VOCATIONAL

5500 Series: Public Service Related Technologies Include all courses associated with the development of skills required for public service related occupations at the semi-professional level. The words "public service" do not restrict the courses or students to preparing for work in public or governmental agencies--it can refer to serving the public in private agencies or institutions.	Applicable OE Codes:	
5503 Education Technologies Teacher Aide, Two Year Teacher Program Care & Guidance of Children/ Youth Program Asst., Early Childhood Education Instruction, Sign Language Instruction, Instructors of the Handicapped.	09.02.01 16.06.99	Teacher Program Care & Guidance of Children Youth Program Asst. Sign Language Instruction
5504 Library Assistant	14.04.98	Library Assistant
5505 Police, Law Enforcement, Corrections Technologies Administration of Justice, Security, Corrections, Law Enforcement	17.28.02 17.28.96 17.28.97 17.28.98	Administration of Justice Security Corrections Law Enforcement
5506 Recreation & Social Work Related Technologies Recreation Tech., Park Ranger, Aquatic Specialist, Commercial Recreation & Tourism, Ski School Instructor, Ski Resort Manager, Guidance Counselor, Alcoholism Counselor, Human Services, Social Services, Travel Agent,	01.06.02 01.06.98 01.06.99 04.18.00 04.18.01 04.18.02 09.02.96 09.02.97 09.02.98 09.02.99	Recreation Technology Park Ranger Aquatic Specialist Commercial Recreation & Tourism Ski School Instructor Ski Resort Manager Guidance Assistant Alcoholism Counselor Human Resource Aide Social Services
5507 Fire Control Technology	17.28.01	Fire Science
5508 Public Administration & Management City & Community Planning, Traffic Engineering, Construction Inspectors (Elec., Plumbing, Bldg., etc.), OSHA Inspectors,	14.04.96 17.28.99	Community Planner Occupational Safety & Health Technology

B. VOCATIONAL

5600 Series: Occupational Support Courses — Applicable OE Codes:

Include all courses which are taught in support of one or more occupational programs. Any support courses taught which are ALSO OPEN for enrollment to students in general education and/or transfer education should be coded in an appropriate academic area.

5601 Industrial First Aid
Only First Aid for occupational support (other First Aid in Phys. Educ.), Industrial Hygiene

5602 Social Science, Industrial Relations
Industrial Psychology
Human Relations
Demographics

5603 Mathematics
Math for Electronics, Business Math, Industrial Math

5605 Career Exploration
Career Exploration, Occupational Study, Pre-Vocational Studies, College Orientation — 18.00.00 Sheltered Workshop

5606 Blueprint Reading

5607 Occupational Teaching
Vocational Certification Courses
In-Service Courses for Vocational Personnel — 17.37.00 Vocational Teacher Trng.

5608 English, Communications
English
Speaking
Technical Report Writing
Medical Terminology
Foreign Languages

5609 Science
Chemistry for Nurses
Biology for Dental Hygienists
Physics for Engineering Technicians
Nutrition

C. COMMUNITY SERVICE

6000 Community Service

APPENDIX D

METHODOLOGY FOR COUNTING ENROLLMENTS

APPENDIX D

METHODOLOGY FOR COUNTING ENROLLMENTS

When comparing community college enrollment patterns, it is imperative to understand the counting methodologies involved. Historical enrollments have been based on an "8th day plus adds" counting methodology which means that the net number of student enrollments in courses in operation as of the close of registration on the 8th instructional day of a quarter, plus all registration adds for the rest of the quarter are counted. As a result of discussions with the Legislature and resultant criticisms of the 8th day plus adds counting methodology, a "rolling 10th day" approach was developed. The new rolling 10th day counting methodology meant that courses needed to be identified as either continuous[1] or sequential[2]. Based on this course type, 10th day enrollments are derived in the following manner:

(1) Enrollments in sequential course sections which begin during the first five days of instruction of a regular quarter are counted on the 10th day of that quarter on a net basis (neither adds or withdrawals after the 10th day have any effect).

(2) Enrollments in sequential course sections which begin after the 5th instructional day are counted on the 10th quarterly instructional day after the start of a course on a net basis.

(3) Enrollments in all other courses such as short courses, seminars and continuous enrollment offerings are counted on a net basis at the end of the quarter in which fees are collected.

The basic difference between the two systems of counting is that the 8th day method captured the net 8th day headcount, plus all official registration adds during the remainder of the quarter. The rolling 10th day method does not include any adds that occur after the 10th instructional day in any sequential course.

The agreement with the Legislature provided for collection of enrollments according to the new counting methodology in the 1975-77 biennium to provide a base for 1977-79 allocations,

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[1] Continuous instruction course sections are the open entry/open exit type of course which permits a student to enroll, begin and end instruction at any time.

[2] Sequential instruction course sections are any course sections not classified as continuous.

since FTE student data is a major component in the budgeting process of the system, and historical enrollment is used in budget development. Thus, a dual reporting system was developed for the 1975-76 and 1976-77 academic years. In 1975-76, enrollments were based on the 8th day counting methodology, and supplemental records identifying the 10th day enrollments were provided. For the 1976-77 academic year, enrollments were based on the 10th day counting methodology, with supplemental records identifying the 8th day enrollments. The 1977-78 academic year and all subsequent academic years will be based solely on the 10th day counting methodology.

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